



HRA Meeting - Immediately Following Regular Meeting

CITY COUNCIL AGENDA

Tuesday, March 5, 2013

7:00 p.m.

**Coon Rapids City Center
Council Chambers**

Open Mic/Public Comment

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

None

Approval of Minutes of Previous Meeting(s)

February 19, 2013

Consent Agenda

1. Accept Easement, 3750 Coon Rapids Boulevard, Parent Professional Properties, LLC; Project 02-37
2. Accept Quit Claim Deed from Shamrock Development, Inc. for Outlot A, Ashley Oaks
3. Accept Water Restoration Program Report
4. Accept 2012 Community Development Department Annual Report
5. Residential Survey for Proposed Park Referendum Survey:
 - a. Cons. Resolution 13-42 Amending the 2013 Park Improvement Fund Budget
 - b. Authorize Agreement with Decision Resources, Ltd. to Conduct Residential Survey
6. Cons. Waiver of Fees for Fourth of July Carnival
7. Approve Pawnbroker License for Cash-N-Pawn International, LTD dba Max It Pawn, 12475 Riverdale Blvd NW Suite G
8. Recycling Center SCORE Grant Contract Renewal
9. Cons. Resolution 13-43 Appointing One Member to the Sustainability Commission
10. Approve Temporary On-Sale Intoxicating Liquor License to Conduct Wine Tasting at Faith Lutheran Church, 11115 Hanson Boulevard

Reports on Previous Open Mic

11. Open Mic Report, Brooke Alstrup, 11751 Foley Blvd, Re: Foley Boulevard Traffic Safety and Parking

Public Hearing

None

Bid Openings and Contract Awards

None

Old Business

None

New Business

12. Proposed Residential Street Reconstruction, East of Crooked Lake Boulevard/North of Coon Rapids Boulevard, Project 13-8:
 - a. Cons. Resolution Accepting Feasibility Report and Ordering Public Hearing
 - b. Cons. Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment Roll
 - c. Cons. Resolution Setting Assessment Hearing
13. Cons. Resolution No. 13-40 Approving Plans and Authorizing City Engineer to Sign Plans for Coon Rapids Boulevard Median Closure Construction
14. Cons. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for Bituminous Street Patching Repairs (Large Areas), Project 13-16
15. Cons. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids, Main Street Trail at Coon Creek Boulevard, Project 12-16
16. Cons. Resolution Approving Plans and Specifications and Ordering Advertisement of Bids for New Practice Facility and Learning Center at Bunker Hills Golf Course
17. Authorize Grant Application to Department of Natural Resources for Wilderness Park Trail Construction, Project 13-21
18. Authorize Grant Application to Department of Natural Resources for Pedestrian Signal on Northdale Boulevard at Sand Creek Park, Project 13-22
19. Authorize Grant Application to Department of Natural Resources for 85th Avenue Trail Construction Project 13-23
20. Cons. Resolution 13-41 Modifying Certain Fees and Charges for Use of City Park Facilities
21. Cons. Adoption of Post-Issuance Debt Compliance Procedures

Other Business

Adjourn



City Council Regular

Meeting Date: 03/05/2013

SUBJECT: Minutes

Attachments

2-19-13 Minutes

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF FEBRUARY 19, 2013

OPEN MIC/PUBLIC COMMENT

Jerry Pierce, 12236 Partridge Street NW, shared concerns about not receiving his Open Mic report and how it was handled by staff and Council, sharing the postmarks on the letters he received. He also commented on Council's support of trucking terminals within the City.

Brooke Alstrup, 11751 Foley Boulevard NW, shared concerns about the amount of speeding on Foley Boulevard, the crossing at Goldenrod and Foley, stopping for pedestrians in crosswalks, passing on the shoulder, and wildlife on the road causing safety concerns. She also inquired about the possibility of parking on Foley Boulevard on weekends similar to the area by Coon Rapids High School.

Councilmember Manning said he supported Ms. Alstrup's comments as he bikes on Foley Boulevard and sees many trail users.

Councilmember Sanders agreed the trail crossing on Goldenrod Street is bad and asked for more enforcement and at crosswalks too.

CALL TO ORDER

The second regular meeting of the Coon Rapids City Council for the month of February was called to order by Mayor Tim Howe at 7:25 p.m. on Tuesday, February 19, 2013, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Howe commented that Boy Scout Troop #516 was present this evening and invited them to help lead the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Ron Manning, Paul Johnson, Jerry Koch, Bruce Sanders and Steve Wells

Members Absent: None

ADOPT AGENDA

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

FEBRUARY 5, 2013, COUNCIL MEETING

Councilmember Koch requested a change on the bottom of Page 15 where Riverview Lane should be changed to Riverwind.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE MINUTES OF THE FEBRUARY 5, 2013, COUNCIL MEETING AS CORRECTED. THE MOTION PASSED 5-0-2, COUNCILMEMBERS KLINT AND MANNING ABSTAINED.

CONSENT AGENDA/INFORMATIONAL BUSINESS

1. APPROVE AGREEMENT FOR NUISANCE ABATEMENT AND SECURING PROPERTY SERVICES, FLO'S REMODELING
 2. AUTHORIZE FINAL PAYMENT, PROJECT 12-2, STREET RECONSTRUCTION
 3. AUTHORIZE FINAL PAYMENT, PROJECT 12-3, STREET RECONSTRUCTION
-

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED.

Councilmember Koch asked if the nuisance abatement required background checks on employees. Neighborhood Coordinator DeGrande commented this has not completed on the current contractor as the City has worked with him in the past. She explained that employee rosters were requested from new vendors and were reviewed by the police department. She discussed how the abatement process was handled noting that either police or City staff was on site at all times with the contractor if inside a premises.

Community Development Director Nevinski indicated staff could complete a background check on the vendor. The Council was in favor with this suggestion.

Mayor Howe questioned why the City Project 12-2 came in over budget. City Engineer Moberg stated this was due to the fact a larger amount of curb and gutter had to be replaced than was originally estimated.

THE MOTION PASSED UNANIMOUSLY.

REPORTS ON PREVIOUS OPEN MIC

4. OPEN MIC REPORT – JERRY PIERCE, 12236 PARTRIDGE STREET NW

Mayor Howe presented a memorandum from Staff to Council stating Mr. Pierce appeared at Open Mic on February 5 stating he had not received a response to his request that the Safety Commission reevaluate the recent installation of a stop sign at the intersection of Partridge Street and Quinn Street/121st Lane.

Mr. Pierce appeared during Open Mic on January 7 asking for reevaluation of the recent installation of a stop sign at the intersection of Partridge Street and Quinn Street/121st Lane. He stated that as of February 5 he had not received a response to that appearance and requested an update. Staff had mailed a response on February 1 after the Council packet was posted and resent it on February 6 to ensure its receipt. The response encourages Mr. Pierce to appear at the next Safety Commission meeting with his concerns, which is scheduled for March 14, 2013.

PUBLIC HEARING

- 5. LEVY ASSESSMENTS FOR MISCELLANEOUS 2013(1):
 - A. ASSESSMENT HEARING, 7:00 P.M.
 - B. CONSIDER RESOLUTION 13-38 ADOPTING 2013(1) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED ONE YEAR)
 - C. CONSIDER RESOLUTION 13-39 ADOPTING 2013(1) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED THREE YEAR)
-

Finance Director Legg presented a memorandum to Council stating after an assessment hearing, the unopposed 2013 Miscellaneous Special Assessments should be adopted.

The amount to be assessed for the 2013(1) Miscellaneous Assessments is \$90,530.34 as of February 13, 2013. The amount reflects payments and adjustments that have been made since January 29, when the assessment hearing date was set. An updated amount will be distributed on February 19.

As you know, the revised process of hearing assessment appeals will include a hearing before the Board of Adjustment and Appeals before City Council adoption. The City Council still must open a public hearing as required by State Statutes. However, at that hearing the City Council should collect written appeals and refer appellants to the Board of Adjustment and Appeals for their review and recommendation. After the public hearing has been closed, the City Council may adopt the assessments which have not been appealed.

The Board of Adjustment and Appeals is expected to meet on March 7 and will make a recommendation to the City Council at the March 19 Council meeting.

The terms of re-payment of these assessments are determined by the amount being assessed. The proposed assessments are categorized by the number of years to be assessed and the interest rate recommended. Amounts up to \$1,000 will be payable in one year, amounts up to \$5,000 will be three years.

Finance Director Legg commented the appeals deadline was this evening and that all appeals would be brought to the Board of Adjustment and Appeals for review.

Mayor Howe opened the assessment hearing at 7:34 p.m.

Leonard Hanson, 10841 Kumquat Street, requested further information on the deadline to file for an appeal. Finance Director Legg indicated all appeals had to be made this evening in written form to City staff.

Mayor Howe closed the assessment hearing at 7:26 p.m.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 13-38 ADOPTING 2013(1) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED ONE YEAR); AND RESOLUTION NO. 13-39 ADOPTING 2013(1) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED THREE YEAR).

Councilmember Johnson requested staff update the resolution amounts after all appeals have been received.

THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

6. PROPOSED RESIDENTIAL STREET RECONSTRUCTION, PROJECT 13-1:
 - A. CONSIDER RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING FOR MARCH 19, 2013
 - B. CONSIDER RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL
 - C. CONSIDER RESOLUTION SETTING ASSESSMENT HEARING FOR MARCH 19, 2013
-

City Engineer Moberg presented a memorandum to Council stating the City Engineering Division is recommending the reconstruction of 2.9 miles of residential streets in an area generally lying west of Crooked Lake Boulevard and north of 113th Avenue. The project area also includes Oakwood Drive

between 9th Avenue and Eldorado Street. Staff has prepared a feasibility report for the proposed project. Council is requested to accept the feasibility report and to order a public improvement hearing and an assessment hearing for the project, with both hearings to be held on March 19, 2013.

Council ordered preparation of a feasibility report for the proposed project on February 5, 2013. Streets included in the scope of the report are as follows:

1. Heather Street, Ivywood Street, Jonquil Street, Kerry Street and Lily Street between 113th Avenue and 115th Avenue.
2. 113th Avenue between Lily Street and Jonquil Street.
3. 113th Lane between Kerry Street and Jonquil Street and 114th Lane between Jonquil Street and Ivywood Street.
4. 115th Avenue between Heather Street and Crooked Lake Boulevard.
5. 115th Lane and 116th Avenue between Heather Street and Eidelweiss Street.
6. 116th Lane between Kerry Street and Heather Street.
7. Eidelweiss Street, Gladiola Street and Heather Street between 115th Avenue and 117th Avenue.
8. 117th Avenue between Heather Street and Gladiola Street.
9. Oakwood Drive between 9th Avenue and Eldorado Street.

Proposed improvements include removal and replacement of existing bituminous pavement and gravel base, removal and replacement of damaged curb and gutter, installation of ADA compliant pedestrian curb ramps as needed, and repair or replacement of storm sewer, sanitary sewer and watermain facilities as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed assessment rate is \$1,620 for single-family residential property, \$20.24 per front foot for multi-family residential property, and \$40.48 per front foot for commercial property. There are 251 single-family residential properties and 4 other properties (apartment building, WCCO tower, City park and County library) in the project area.

The legal descriptions for the area of benefit are:

- Lots 5-14 of Block 1, Lots 1-25 of Block 2, Lots 1-28 of Block 3, Lots 1-8 of Block 4, Lots 1-2 and 10-15 of Block 6, Lots 1-8 of Block 7, Lots 1-17 of Block 8, Lots 1-9 of Block 9 and Outlot 2, I.E. Butler Addition
- Lots 1-11 and 29-34 of Block 1, Lots 1-6 and 13-15 of Block 2, Lots 1 and 16-19 of Block 5, I.E. Butler 2nd Addition

- Lots 2-15 of Block 1, I.E. Butler 3rd Addition
- Lots 1-5 of Block 1 and Lots 1-2 of Block 2, Callender Addition
- Lot 28 of Block 3, Wedgewood Parc 2nd Addition
- Lots 1-4 of Block 1 and Lots 1-4 of Block 2, Radio Acres Plat 2
- Lots 1-3 of Block 1 and Lots 1-3 of Block 2, Cardinal Heights Plat 3
- Lots 1-3 of Block 1 and Lots 1-8 of Block 2, Cardinal Heights Plat 4
- Lots 1-12 of Block 1, Cardinal Heights Plat 5
- Lots 1-8 of Block 1, Cardinal Heights Plat 7
- Lots 1-4 of Block 1, Larson Second Addition
- Lots 1-7 of Block 1, Larson Third Addition
- Lots 1-3 of Block 1, Wikner Addition
- Lots 1-2 of Block 1, Lofgren's Addition
- Lots 1-5 of Block 1, Sundquist Addition
- Lot 1 of Block 2, Eldorado Terrace
- PIN 16-31-24-22-0001
- PIN 16-31-24-23-0001
- PIN 16-31-24-23-0002
- PIN 16-31-24-23-0003
- PIN 16-31-24-23-0004
- PIN 16-31-24-23-0005
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- PIN 16-31-24-23-0018
- PIN 16-31-24-23-0020
- PIN 16-31-24-23-0023
- PIN 16-31-24-23-0109
- PIN 16-31-24-34-0110
- PIN 16-31-24-23-0116
- PIN 16-31-24-23-0117
- PIN 17-31-24-14-0001

Approximately 500 properties were notified of the pending project in December 2012. A neighborhood meeting will be held on February 28, 2013 at 6:30 p.m. in City Hall Council Chambers.

The total estimated project cost is \$1,413,600. The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint and it is cost-effective. The construction timeline was reviewed noting work would begin in May with all work completed sometime in September.

Councilmember Manning indicated the service drive along Coon Rapids Boulevard was in poor condition. He asked if this roadway was proposed to be improved in 2013. City Engineer Moberg explained this roadway would not be improved this year as the City was waiting to see how the area redeveloped. He stated the Council could review this matter later this spring.

Councilmember Sanders recommended City staff patch the service roadway in the interim.

Mayor Howe requested further information on the public hearing notices. City Engineer Moberg discussed the mailings that were sent this winter to the neighborhoods to make them aware of the upcoming City projects. He explained invitations were sent to a neighborhood meeting as well, to provide the residents with greater detail on the planned improvements.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT RESOLUTION NO. 13-1(4) ACCEPTING THE FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING TO BE HELD ON MARCH 19, 2013; RESOLUTION NO. 13-1(10) DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF A PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 13-1(11) SETTING THE

ASSESSMENT HEARING DATE FOR MARCH 19, 2013. THE MOTION PASSED UNANIMOUSLY.

7. PROPOSED COLLECTOR STREET RECONSTRUCTION, 113TH AVENUE, PROJECT 13-3:
 - A. CONSIDER RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING FOR MARCH 19, 2013
 - B. CONSIDER RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL
 - C. CONSIDER RESOLUTION SETTING ASSESSMENT HEARING FOR MARCH 19, 2013
-

City Engineer Moberg presented a memorandum to Council stating the City Engineering Division is recommending the reconstruction of 113th Avenue between Hanson Boulevard and Robinson Drive, a 0.3 mile segment of a collector street on the City's Municipal State Aid (MSA) system. Staff has prepared a feasibility report for the project. Council is requested to accept the feasibility report, order a public improvement hearing, and set an assessment hearing for the project.

Council ordered preparation of a feasibility report for the proposed project on February 5, 2013.

Proposed improvements include removal and replacement of existing bituminous pavement and gravel base, removal and replacement of damaged curb and gutter, sidewalks and driveway aprons, installation of ADA compliant pedestrian curb ramps as needed, and repair or replacement of storm sewer, sanitary sewer and watermain facilities as needed.

As 113th Avenue is an MSA street, it is eligible to receive State Aid funding.

City assessment policy calls for assessing properties that benefit from proposed improvements. The proposed assessment rate is \$20.24 per front foot for multi-family residential properties and \$40.48 per front foot for commercial properties. There are 44 condominiums, 2 apartment complexes, 12 townhomes, school district property, City property (public works yard and soccer complex) and a gas station/multi-tenant commercial property along the corridor. There are an additional 68 townhomes that share an association with the 12 townhomes that directly access 113th Avenue.

The legal descriptions for the area of benefit are:

- Lots 7-8 of Block 3 and Lots 3-12 of Block 4, Forest Oaks Addition
- Units 1967, 1973, 1979 and 1985, Forest Oaks Carriage Homes, a condominium, Condominium No. 30
- Units 101-208 of Building A and Units 101-308 of Building B, Condominium No. 10, Forest Oaks Condominiums

- PIN 14-31-24-23-0006
- PIN 15-31-24-14-0082
- PIN 15-31-24-14-0087
- PIN 15-31-24-41-0001
- PIN 15-31-24-42-0001
- PIN 15-31-24-42-0008

In the event the homeowner's association for the Forest Oaks Townhome development desires to spread their assessment over the entire association, the following parcels would then be included in the area of benefit:

- Lots 1-36 of Block 1, Lots 1-24 of Block 2, Lots 1-6 of Block 3 and Lots 1-2 of Block 4, Forest Oaks Addition

Approximately 340 properties were notified of the pending project in December, 2012. A neighborhood meeting will be held on February 27, 2013 at 6:30 p.m. in the City Hall Council Chambers.

The total estimated project cost is \$651,500. The project is necessary to improve the condition of the street, is feasible to construct from an engineering standpoint and is cost-effective. Staff noted the assessments for the Forest Oaks Townhome development were still being discussed with the homeowners association.

Mayor Howe questioned how townhome associations have been assessed in the past. City Engineer Moberg indicated that the assessments have either been placed only on the benefiting units, or the entire association has assessed. He explained that staff would continue to work with the homeowners association to discuss their preference for the upcoming project.

Councilmember Johnson suggested a signed agreement be reached between the homeowners association and the City on this issue to assure there were no concerns in the future. City Engineer Moberg stated this was the City's intent.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 13-3(4) ACCEPTING THE FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING TO BE HELD ON MARCH 19, 2013; RESOLUTION NO. 13-3(10) DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF A PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 13-3(11) SETTING THE ASSESSMENT HEARING DATE FOR MARCH 19, 2013. THE MOTION PASSED UNANIMOUSLY.

8. APPROVE PARKS, TRAILS AND OPEN SPACE SYSTEM PLAN UPDATE AND
APPROVE PARK REFERENDUM PROJECT LIST AND BUDGET LIST

City Manager Gatlin presented a memorandum requesting the City Council began discussion of the Parks, Trails and Open Space System Plan Update in October of 2012. Council identified six key issues that they felt needed to be further discussed. Those items have been discussed at several subsequent work sessions. Consideration for approval of the Parks, Trails and Open Space System Plan is appropriate at this time.

As part of the discussion of recommended park and trail improvements, City Council agreed to a list of proposed park referendum projects. Consideration of approval of that list is also suggested at this time.

The City Council started discussion on the updated Parks, Trails and Open Space System Plan on October 23, 2012. At that time the Council identified six key issues that they felt needed to be reviewed in greater detail. These included:

- Sand Creek Park redevelopment
- Cornerstone parks
- Neighborhood parks
- Parks Department maintenance budget
- Recreation supervisor position
- Creation of an athletic council

These items have been discussed at various work sessions and City Council meetings in the past four months. Council has provided staff direction on all of these items. Some of the park improvement projects will be included in a proposed 2013 park and trail referendum. It is recommended at this time that City Council consider formally approving the Parks, Trails and Open Space System Plan prepared by WSB & Associates.

During several recent work sessions, City Council identified proposed projects to be included in the November 2013 park bond referendum. At a joint work session with the Parks and Recreation Commission on February 12, 2013, the City Council and the Parks and Recreation Commission finalized the list of projects. Staff recommends the Council approve the list of projects and the preliminary project budget for the park and trail improvement bond referendum.

Mayor Howe indicated the Council was constantly working to improve its parks and a referendum may be considered this November to assist the City with achieving its goals. He explained this would involve a City-wide vote and a great deal of information would be brought to the public prior to this time.

City Manager Gatlin commented a preliminary public survey would be conducted in the next six weeks to assist the Council in gathering information on how to proceed with the parks plan.

Councilmember Klint requested the park along Coon Rapids Boulevard be referred to in the proposed plan as Boulevard Park.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER JOHNSON, TO APPROVE THE PARKS, TRAILS AND OPEN SPACE SYSTEM PLAN UPDATE AND APPROVE THE PARK REFERENDUM PROJECT LIST AND BUDGET LIST AS DISCUSSED AT A JOINT WORK SESSION WITH THE PARKS AND RECREATION COMMISSION ON FEBRUARY 12, 2013.

Councilmember Johnson thanked the Parks and Recreation Commission for their work on the Parks, Trails and Open Space system plan.

THE MOTION PASSED UNANIMOUSLY.

9. CONSIDER RESOLUTION 13-37 PROVIDING RE-APPROPRIATION OF THE 2013 GENERAL FUND CONTINGENCY

Finance Director Legg presented a memorandum to Council stating labor and benefits for 2013 should be allocated to the General Fund activities. All 2013 contracts have now been settled.

Re-appropriation to the personal services line item is now being requested based on the 2013 labor contracts and approved salary adjustments. Resolution 13-37 re-appropriating the personal services line item to the General Fund activities is for Council consideration. The allocation totals \$293,967. The resolution moves funds from the contingency account to individual activities within the General Fund for budgetary purposes.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 13-37 PROVIDING RE-APPROPRIATION OF THE 2013 GENERAL FUND CONTINGENCY. THE MOTION PASSED UNANIMOUSLY.

10. PURCHASE OF REPLACEMENT AIR COMPRESSOR:
A. CONSIDER RESOLUTION 13-38 AMENDING THE 2013 BUDGET
B. AUTHORIZE PURCHASE OF INGERSOLL RAND AIR COMPRESSOR

Finance Director Legg presented a memorandum to Council stating staff is requesting authorization to purchase a replacement for the primary air compressor for the Public Works facility and the adoption of Resolution 13-38 to re-appropriate funds to cover this purchase.

Staff is recommending the replacement of the primary air compressor for the Public Works facility at a cost of \$6,624.56 after tax and rebate. The current air compressor has become unreliable due to mechanical problems and needs either repair or replacement. The cost to repair is estimated at \$4,483.62 tax included. There is a rebate available from the utility provider for eligible replacement air compressors. The cost for a qualified replacement compressor is quoted at \$11,124.56. With a rebate of \$4,500, the final cost is \$6,624.56. The replacement unit is a higher horsepower unit with greatly improved recovery times and is significantly more energy efficient than our current unit, hence the substantial rebate. Staff feels that it is more cost effective to buy a new compressor rather than continue to repair the current compressor. A budget amendment is also needed for this capital item purchase.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT RESOLUTION NO. 13-38 AMENDING THE 2013 BUDGET; AND AUTHORIZATION TO PURCHASE THE INGERSOLL RAND AIR COMPRESSOR AT A COST OF \$11,125 TAX INCLUDED WITH A \$4,500 REBATE.

Councilmember Koch supported the replacement of this piece of equipment. He recommended staff pursue selling the City's used piece of equipment. City Manager Gatlin commented this would be completed by staff.

THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

Councilmember Johnson indicated the Coon Rapids Boulevard service drive was in poor condition. He recommended the roadway be patched but did not want a significant amount of funds poured into this roadway as it would be reconstructed in the future when the surrounding sites are redeveloped.

Mayor Howe questioned when the Council would be meeting again in work session. City Manager Gatlin stated the Council would be meeting on February 26th and shared proposed agenda topics.

ADJOURN

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KOCH, TO ADJOURN THE MEETING AT 7:55 P.M. THE MOTION PASSED UNANIMOUSLY.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk



City Council Regular

1.

Meeting Date: 03/05/2013

Subject: Accept Easement; Parent Professional Properties, LLC; Project 02-37

Submitted For: David Brodie, City Attorney

From: MariBeth Parks, Administrative
Secretary III

INTRODUCTION

Council is asked to accept an easement from Parent Professional Properties for public utilities purposes over portions of their property located at 3750 Coon Rapids Boulevard.

DISCUSSION

Through the City's process of digitalizing its easement documents, an omission in the required easements for maintenance of public utilities for the property at 3750 Coon Rapids Boulevard was discovered. Several years ago when the site on Coon Rapids Boulevard and Round Lake Boulevard was developed the City failed to obtain the easements necessary to allow for maintenance of the pipe systems located on the property. The agreement at the time was for the owner to dedicate any easements needed as part of the development process. Staff has recently contacted the owner requesting the easements necessary and those documents are attached for Council's review and approval.

RECOMMENDATION

Council is asked to accept the attached easement for public utility purposes from Parent Professional Properties, LLC.

Attachments

Easement

Map

EASEMENT AGREEMENT

(02-37)

THIS INDENTURE, made this 14th day of February 2013, between PARENT PROFESSIONAL PROPERTIES, LLC, a Minnesota limited liability company, herein referred to as the Landowner, and the CITY OF COON RAPIDS, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as the "City".

WITNESSETH:

That the said Landowner in consideration of the sum of One Dollar and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the said City, its successors and assigns, forever, a permanent easement for public utility purposes over, under and across the following described property:

PROPERTY DESCRIPTION:

Lot 1, Block 2, Noon's Riverside 2nd Addition, according to the plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

EASEMENT DESCRIPTION:

A permanent easement for sanitary sewer purposes over, under and across the above described property. Said permanent easement is a 20.00 foot wide strip of land, the centerline of which is described as follows:

Commencing at the Southwest corner of said Lot 1; thence North along the West line of said Lot 1 a distance of 74.13 feet; thence South 83 degrees, 17 minutes, 09 seconds East a distance of 10.07 feet to the point of beginning of the centerline to be described; thence continuing South 83 degrees, 17 minutes, 09 seconds East a distance of 210.22 feet and said centerline there terminating.

Together with a permanent easement for watermain purposes over, under and across the above described property. Said permanent easement is a 20.00 foot wide strip of land, the centerline of which is described as follows:

Commencing at the Northeast corner of said Lot 1; thence North 61 degrees, 45 minutes, 00 seconds West along the Northerly line of said Lot 1 a distance of 173.41 feet; thence South 28 degrees, 15 minutes, 00 seconds West a distance of 10.00 feet to the point of beginning of the centerline to be described; thence continuing South 28 degrees, 15 minutes, 00 seconds West a distance of 91.62 feet; thence South 61 degrees, 45 minutes, 00 seconds East a distance of 43.62 feet and said centerline there terminating.

EXEMPT FROM STATE DEED TAX

This easement shall convey to the City, its contractors, agents, officers and employees the right to enter upon said premises at all reasonable times for the purpose of construction, grading, sloping and restoration purposes, and all such purposes ancillary thereto, together with the right of said City, its contractors, agents, officers and employees to remove trees, brush, undergrowth and other obstructions from the easement area, as well as the right to deposit earthen materials within the easement area.

The City agrees to indemnify and hold the Landowner harmless from damages or claims resulting directly and solely from the use of the easements. This indemnification, however, shall not include and the City shall not be responsible for any and all costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the property prior to the date hereof and which were not caused by the City.

Upon the completion of any construction, maintenance, or replacement project, the City will restore any disturbed areas including, but not limited to, the replacement of any damaged sod and plantings

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner, its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided in Minnesota Statutes Chapter 466.

And the said Landowner, for itself, its successors and assigns, does covenant with the City, its successors and assigns, that it is well seized in fee of the lands and premises aforesaid and has good right to grant and convey the easement herein to said City.

IN WITNESS WHEREOF, the said Landowner has caused this agreement to be executed as of the day and year first above written.

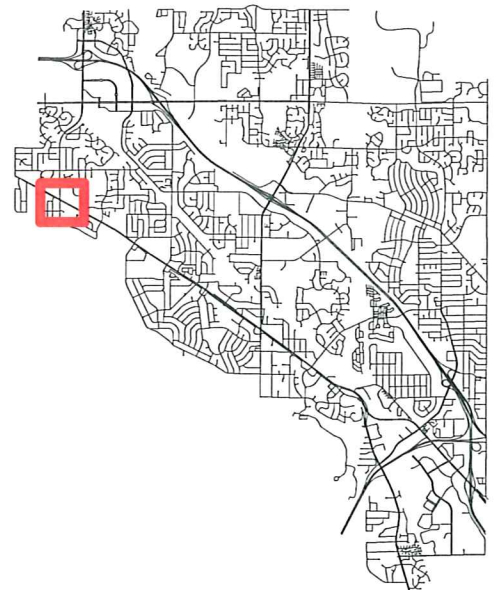
PARENT PROFESSIONAL PROPERTIES,
LLC

By: 

Its: Owner/Chief Manager

By: _____
Tim Howe, Mayor

David J. Brodie
Coon Rapids City Attorney
11155 Robinson Drive
Coon Rapids, Minnesota 55433
(763) 767-6495





City Council Regular

2.

Meeting Date: 03/05/2013

Subject: Accept Quit Claim Deed from Shamrock Development, Inc.

Submitted For: David Brodie, City Attorney

From: MariBeth Parks, Administrative
Secretary III

INTRODUCTION

Council is asked to accept a quit claim deed from Shamrock Development, Inc. for Outlot A, Ashley Oaks.

DISCUSSION

One of the conditions for final approval of the plat of Ashley Oaks was for Shamrock Development to deed Outlot A to the City for park dedication. Several years ago the deed was drafted and given to the City but due to questions regarding the taxes on the property the deed was never approved by Council or recorded with Anoka County. Staff recently discovered these questions had not been resolved and is now working with Shamrock Development to resolve. While staff continues to work with Shamrock Development it has been agreed the deed should be recorded.

RECOMMENDATION

Accept quit claim deed from Shamrock Development, Inc. for Outlot A, Ashley Oaks.

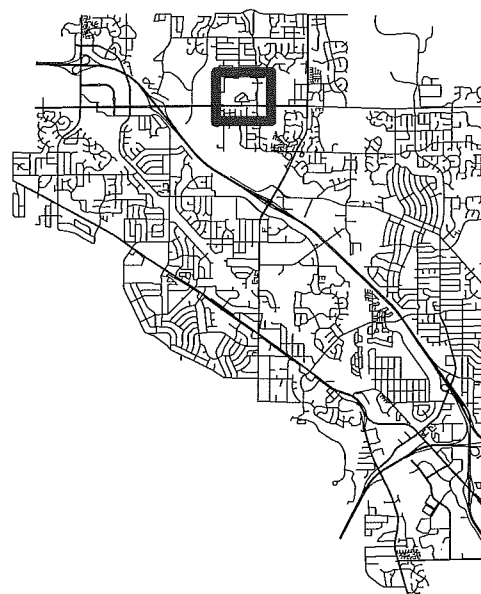
Attachments

Map

Deed



COON RAPIDS Minnesota



QUIT CLAIM DEED

Business Entity to Business Entity (Top 3 inches reserved for recording data)

DEED TAX DUE: \$ 1.65

DATE: March 24, 2008
(month/day/year)

FOR VALUABLE CONSIDERATION, Shamrock Development, Inc.
(insert name of Grantor)

a Corporation under the laws of Minnesota, ("Grantor"),
hereby conveys and quitclaims to City of Coon Rapids
(insert name of Grantee)

a Municipal Corporation under the laws of Minnesota, ("Grantee"),
real property in Anoka County, Minnesota, legally described as follows:
Outlot A, Ashley Oaks, Anoka County, Minnesota.

Consideration for this deed is less than \$500.00.

Check here if all or part of the described real property is Registered (Torrens) ☒
together with all hereditaments and appurtenances.

Check applicable box:

- ☒ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document.
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

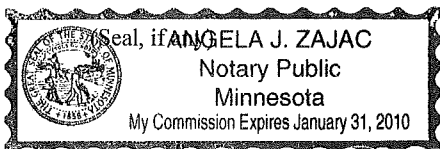
Shamrock Development, Inc.
(name of Grantor)

By: 
(signature)

Its: Vice President
(type of authority)

By: _____
(signature)

Its: _____
(type of authority)

State of Minnesota, County of AnokaThis instrument was acknowledged before me on March 24, 2008, by Michael J. Kraling
(month/day/year) (name of authorized signer)as Vice President
(type of authority)and by _____
(name of authorized signer)as _____ of Shamrock Development, Inc.
(type of authority) (name of Grantor)

(signature of notarial officer)

Title (and Rank): Notary PublicMy commission expires: January 31, 2010
(month/day/year)TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:
(insert name and address of Grantee to whom tax statements should be sent)City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55443THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)Riverdale Realty, Ltd.
3200 Main Street, Suite 300
Coon Rapids, MN 55448



City Council Regular

3.

Meeting Date: 03/05/2013

Subject: Water Restoration Program Update

From: Kristin DeGrande, Neighborhood
Coordinator

INTRODUCTION

The City has implemented its Water Restoration Program for over four years and recently performed a review of its effectiveness.

DISCUSSION

Following the September 25, 2012 work session, Council affirmed the City's practice of turning water off at vacant properties, but also directed staff to determine where efficiencies might be found in the process. The Community Development Director and Neighborhood Coordinator then interviewed eight realtors representing ReMax, Edina Realty, Counselor, Coldwell Banker Burnet, and Keller Williams. It should be noted that the realtors interviewed had experience representing both sides of a transaction - lenders selling homes they had foreclosed on and buyers purchasing foreclosed homes. Additionally, representatives from the St. Paul Area Association of Realtors (formerly North Metro Realtors Association), a part time building inspector and former builder and realtor familiar with water restoration inspections, and two investors were also interviewed. The attached document highlights the themes heard from these meetings and the resulting efficiencies proposed in the administration of the Water Restoration program.

RECOMMENDATION

Staff asks Council to accept the report and affirm its conclusions.

Attachments

Water Restoration Program Changes

WATER RESTORATION

City of Coon Rapids, MN

Background/History

In 2008, as foreclosures began to spike, staff routinely found residential properties in considerable states of disrepair. Often homeowners left their properties damaged, creating unsafe or unsanitary conditions. With gas and electric off, water pipes often burst flooding and damaging homes. In 2008, the Coon Rapids City Council adopted changes to its utility ordinance authorizing water to be turned off to homes that are either vacant, unsecured, uninhabitable, without active utilities, with failed plumbing, or where the property owner refused entry. To date, staff focuses mainly on turning water off at vacant properties. As part of this ordinance, an inspection of the property is required before water is restored.

Since 2008, shutting off water at properties and the resulting 'Water Restoration' program has undergone many procedural changes to reflect changes in the housing market and the practice of banks and realty companies. The City wanted to acknowledge and give accommodation to those who were being responsible property owners and managers. The program has been extremely successful with 38 known flooded homes realized during the winter of '07 – '08 compared to 2 known flooded homes during the winter of '11 – '12.

Council Request

Following the September 25, 2012 work session, Council affirmed the city's practice of turning water off at vacant properties, but also directed staff to determine where efficiencies might be found in the process. The Community Development Director and Neighborhood Coordinator then interviewed eight realtors representing ReMax, Edina Realty, Counselor, Coldwell Banker Burnet, and Keller Williams. It should be noted that the Realtors interviewed had experience representing both sides of a transaction - lenders selling homes they had foreclosed on and buyers purchasing foreclosed homes. Additionally, representatives from the St. Paul Area Association of Realtors (formerly North Metro Realtors Association), a part time building inspector and former builder and realtor familiar with water restoration inspections, and two investors were also interviewed.

After meeting with these stake holders, common themes emerged:

1. Better standardize the inspections process. Aim for increased consistency among the inspectors and the items cited during a water restoration inspection. Minimize new items being cited during a re-inspection. Focus inspections on more serious or hazardous items.
2. More education regarding the program is needed. Provide more written materials to help guide property owners/realtors/banks through the process and make more information available on the city's website.
3. Improve their internal communication and find efficiencies in administering the water restoration program.

4. The intention of the program among realtors/banks/property owners is misunderstood and its reputation needs to be renewed.

Based upon the input and ideas collected at these interviews and further discussion at the staff level, the following action items will be implemented:

Action items:

1. Establish a more detailed list of specific items that are inspected during a water restoration inspection. Make this list available to the realtor/property owner at time of application.
2. Create a check list for inspectors to use during an inspection, and leave a copy of it with the realtor/property owner.
3. Produce an all-inclusive handout that will walk people through each step of the process, explain options in specific scenarios, offer suggestions for other scenarios, list fees, and provide a timeline.
4. Make all materials more readily available on website: handouts, list of items inspected, waiver applications, FAQs, etc.
5. Provide a temporary water turn on handout to everyone who fails an inspection.
6. Increase outreach to realtors such as attending staff meetings and adding the program information on the RMLS.
7. Increase outreach to contractors such as attending contractor breakfasts at local home improvement stores.
8. Allow temporary turn ons for up to 48 hours (instead of only one business day, 8 hours), allowing buyer inspections, appraisals, repair work, etc. to be scheduled and completed in a timely fashion.
9. Consider a new name for the program – one that does not create such confusion regarding the intent of the program and the items considered during the inspection – and other program modifications.
10. Schedule regular (i.e. quarterly) meetings with affected city departments to discuss specific cases and ensure that all departments are following the same procedures and expectations.
11. Strive to create transparency in the intent of this program with the community. Continue to make changes if needed and be willing to discontinue the program if the need ceases to exist.

It has been found that competent realtors are on top of the Water Restoration program and know how to navigate it, so focus at this time needs to be placed on those realtors who are not as familiar with Coon Rapids and those who look to circumvent the process. It is also worth noting that there was no general opposition to the program, but more concern with aspects of administration and outreach. Through the implementation of the action items listed above, it is anticipated the program will not only run more smoothly but that the community will also better understand and support it.



City Council Regular

4.

Meeting Date: 03/05/2013

Subject: 2012 Community Development Department Annual Report

From: Marc Nevinski, Community
Development Director

INTRODUCTION

Council is asked to accept the 2012 Annual Report from the Community Development Department.

DISCUSSION

The 2012 Annual Report has been reformatted and includes more graphics for easier review. The complete Board of Adjustment and Planning Commission reports are included as attachments for anyone wishing for more data. The complete report with attachments will be published to the webpage.

RECOMMENDATION

Staff asks Council to accept the 2012 Community Development Annual Report.

Attachments

2012 Annual Report

BAA Appendix

Planning Appendix

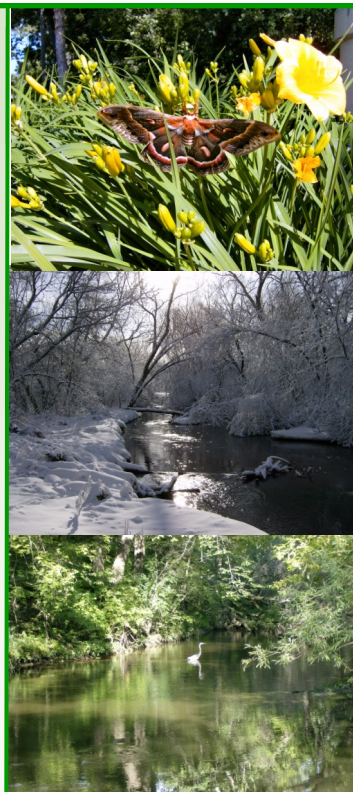
Business Development and Job Creation

The City provided tax increment financing assistance for an expansion project at American Preclinical Services (APS) on Evergreen Boulevard. This project enabled APS, which conducts preclinical research and testing for the biomedical industry, to rehab a building at 8960 Evergreen Boulevard previously used as a school bus garage. This will be APS' third facility in Coon Rapids, involving the creation of at least 40 new jobs.

Staff attended the Minnesota Commercial Association of Realtors (MNCAR) exposi-

tion to market the City and its development and redevelopment sites to commercial real estate brokers around the metro area. The City also continued publication of a semi-annual "Business Update" newsletter, which is mailed to all businesses in the City, and an economic development e-newsletter. The City also hosted a Manufacturers' Networking Breakfast in cooperation with Anoka-Ramsey Community College in October. It is anticipated that similar events will be held semi-annually with different presenters at each event.

Finally, the City began a Business Retention and Expansion study in partnership with the University of Minnesota Extension. The project involves local volunteers visiting businesses to gather information about specific opportunity areas and issues facing Coon Rapids' business community. The visits were completed in the fall of 2012. The data will be analyzed and recommendations developed in early 2013. The project is funded by several partners, including Connexus Energy, Xcel Energy, Center Point Energy, Central Bank, Klein Bank, and Kraus-Anderson Construction.



Inside this issue:

Planning Commission	2
Board of Adjustment and Appeals	2
Building Inspections	3
Neighborhood Reinvestment	4
Housing Preservation & Rehabilitation	6
Scattered Site Acquisition	8
Transit-Oriented Development	8

Coon Rapids Boulevard

The City began work on a Master Plan for the Port Campus Square area using funds from a Brownfields Assessment Grant from the U.S. Environmental Protection Agency. This Plan, to be completed in early 2013, will set the stage for redevelopment in Port Campus Square. The City continues to use the Assessment Grant for environmental and pre-demolition work on the remaining HRA-owned buildings in Port Campus Square, including the former Fire-

stone Tire Center at 2920 Coon Rapids Boulevard.

In Port Wellness, the City provided tax-increment financing assistance to facilitate redevelopment of the former McKay Lincoln-Mercury car dealership at 3789 Coon Rapids Boulevard. North Suburban Eye Specialists, a local ophthalmology practice, is constructing a new 32,000 square foot medical office building on the site. Next

door, the City approved a development agreement to provide tax-increment financing assistance for a proposed 100-unit senior housing complex on the former Frank's Nursery site at 3707 Coon Rapids Boulevard. Construction is expected to occur in 2013. The City's Brownfields Assessment Grant assisted with environmental assessment and pre-demolition work at both sites.

Planning Commission

During 2012, the Commission considered thirty-two planning cases during eleven regularly scheduled Commission meetings. The Commission also conducted six workshop meetings to discuss changes to the City's Land Use Code and the Recodification of Title 11.

The Commission's development review included the consideration of five site plans. The site plans included a multi-tenant building in Gateway Commercial Park (Cooley property), Chick-fil-A restaurant, Mercy Hospital office building and North Suburban Eye Specialist office. The Commission also considered six conditional use permits, three lot splits, five code changes, five zoning amendments and four comprehensive plan amendments.

The Commission's contributions and efforts in 2012 continue to reflect each Commissioner's dedication to their role in shaping the physical development of our community. We wish to express our appreciation for the continuing respect received from the City Council and the support provided to us by the City's cable television, engineering, legal and planning staffs and by our recording secretary.

See appendix for a complete Planning Commission report.



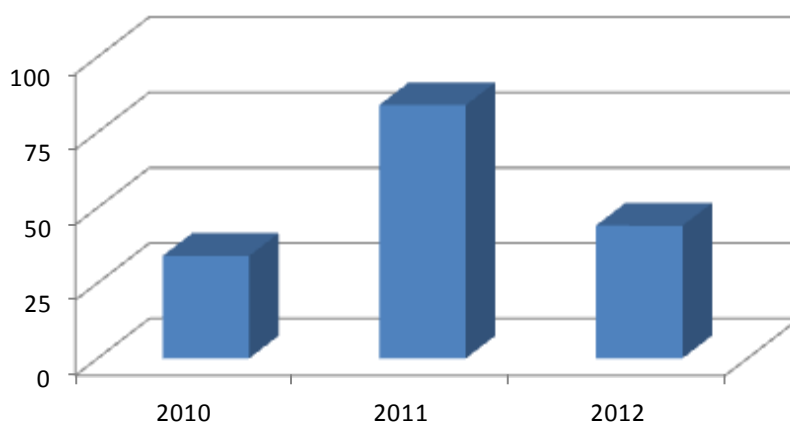
Board of Adjustment and Appeals

The Board of Adjustment and Appeals is made up of 5 Board Members. During 2012, the Board considered forty-one cases during five regularly scheduled Board meetings. The number of cases heard was down from 2011, the first full year in which the Board was tasked with hearing appeals of contested miscellaneous assessments and making recommendations on such appeals to the City Council.

The Board's 2012 case load included 39 miscellaneous assessment hearings in which all but one of the Board's recommendations were adopted by the City Council. In addition, the Board of Adjustment and Appeals considered an appeal of an order of the Chief Building Official and an appeal of the decision of the Hearing Examiner in the City's Administrative Citations and Penalties process. That decision has been appealed to the Minnesota Court of Appeals.

See appendix for a complete Board of Adjustment and Appeal report.

Board of Adjustment and Appeals Case Load



Building Inspections

2012 brought a number of public projects at Anoka Ramsey Community College and City Hall. However, there was notable private investment in the industrial parks, Riverdale Shopping area, and Port Wellness. Additionally, the high volume of home renovation and remodeling activity seen in recent years continued in 2012.

NUMBER OF PERMITS ISSUED		
	2012	2011
Comm/Indust – New	9	6
Comm/Indust – Remodel or Addition	106	113
Single Family – New	9	21
T.H. Detached – New	24	0
T.H. Attached – New	0	5
Single Family – Remodel	188	203
Water Restoration Permits	311	371

NUMBER OF PERMITS BY TYPE		
	2012	2011
Building	2523	2268
Electrical	1632	1803
Mechanical	1048	976
Plumbing	1333	1224
Sewer & Water	60	73
Fire Protection	103	119
Signs	180	192
Total Number of Permits Issued	6879	6655

KEY NUMBERS AND METRICS		
	2012	2011
Total Number of Inspections	15,416	15,727
Total Valuation of Projects	\$90,954,078	\$72,863,181
Permit & Plan Review Revenue	\$ 1,318,933	\$ 1,180,684

MAJOR PROJECTS 2012	
ARCC – Health & Wellness Building	\$7,300,000
ARCC – Fine Arts Building	\$3,952,000
Mercy Health Care Center	\$3,400,000
North Suburban Eye Clinic	\$3,300,000
City Center Vehicle Storage Building	\$1,528,000
Kohl's	\$1,230,000
Firestone Building	\$1,186,000
Medtronic	\$ 897,000
APS	\$ 600,000
Bayer/MEDRAD	\$ 514,000
TJ Maxx	\$ 528,000



Neighborhood Reinvestment

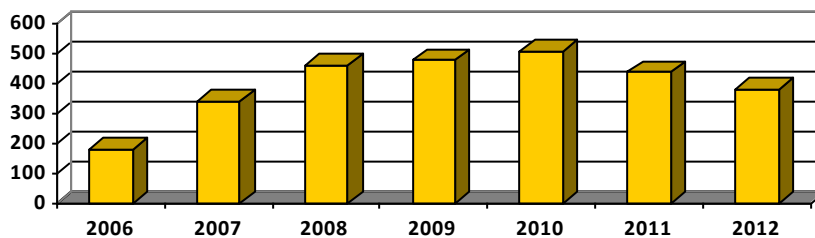
Vacant Properties

2012 Foreclosures in Coon Rapids declined for the second year in a row. Once these homes go vacant, they are vulnerable to a variety of issues such as vandalism, freezing pipes, flooding, squatting, and other property neglect like unmowed lawns.

The Water Ordinance has allowed the city to shut off water at these vulnerable properties and has been an extremely effective tool to protect vacant homes. Owners, realtors and mortgage companies continue to have the option of signing a waiver to keep water on at these properties as long as they do so within two weeks of the property being posted for

water shut off and that the property continues to be heated. In 2012, 311 Water Restoration permits were issued to get the water service turned back on at previously vacant residential properties. The purpose of the inspection is to ensure that the home is heated, has a safe and functioning furnace and water heater, all plumbing is intact, wiring is not exposed, and that there aren't any additional safety hazards.

Coon Rapids Foreclosures



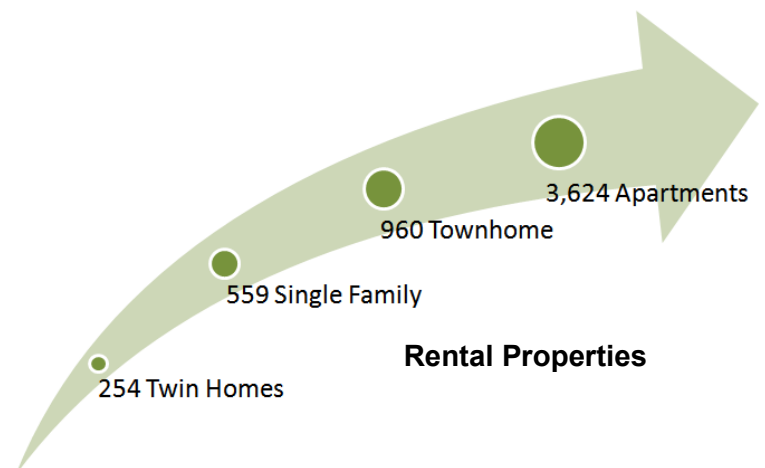
Garbage and Clutter Homes

Housing Inspectors identified and worked with 15 households with garbage and clutter issues in their home in 2012 (31 in 2011). Coon Rapids is proactively collaborating with the Police and Fire Departments, as well as Anoka County and the many local service organizations available to residents, to get these properties cleaned up and into compliance. In these situations, staff works very closely to ensure that not only do the properties get cleaned up but that the individuals living in these homes are being connected to the resources needed to continue living in a safe and healthy environment.

Coon Rapids continues to be a leader throughout the State of Minnesota regarding experience and knowledge in how to manage and clean up garbage-clutter-hoarding homes. Housing Inspector Leya Drabczak continues to travel and train other government entities and service organizations in this capacity. She made 11 such presentations in 2012.

Rental Licensing

In 2012, 262 new rental licenses were issued, bringing the total licensed rental units to 5,397. Each rental property is required to be licensed on a yearly basis. This ordinance requires a great amount of staff time but has been extremely successful in identifying and monitoring the city's growing rental housing stock.



Neighborhood Reinvestment (cont.)

Weeds, Maintenance, Code Enforcement

Monitoring long grass continues to be a huge issue at both vacant, bank-owned properties as well as occupied properties. In 2012, the city inspected 841 properties and posted 730 of them for grass longer than 8" tall. Of those, 140 had to be abated by the city's mowing crew. For the first time since the foreclosure crisis began, the city performed these mowing abatements in-house. Costs associated with mowing these properties were covered by the \$300 citations that were charged and assessed to these properties.

The Administrative Penalties Ordinance is a tool that has significantly increased the compliance rate with property owners in a timely manner. The Administrative Citation for a first offense is \$300, \$600 for a second offense, and so on, doubling at each offense. In 2012, the city issued a total of 1,950 Administrative Citations (including those for long grass). This volume is very consistent with 2011 numbers.

Of the Citations issued, the city abated 112 properties of junk and debris in the yard, which is half of the number of abatements performed in 2011. This huge decrease means that property owners are becoming more responsive to the citations and cleaning the properties on their own.



Home for Generations remodeled and showcased its 5th home at 11635 Xavis Street NW in 2012. This 1960 Orrin Thompson rambler is the most popular house style found in Coon Rapids and is one of the main reasons it was selected. This program continued to inspire and motivate existing homeowners to make improvements to their own homes.

This house remodel focused on offering a modest budget and by selecting projects that, if replicated by other homeowners, could be completed in phases to help homeowners afford the improvement costs along the way. Curb appeal, creating a more open and spacious layout, improving how the home's rooms are being used, and adding much needed storage space were also identified as priorities.

Nearly 1,500 residents toured this home throughout various stages of the remodeling process and the response was phenomenal! Residents were so excited to see such innovative remodeling ideas done to one of Coon Rapids' own 1960's rambles.

Townhome Forum

The Townhome Forum continues with great success. The purpose of this group is to strengthen the city's contact information with these associations and increase communication with townhome owners regarding issues that are specific to them. It is also meant to provide "best practices" to the owners and managers.

Two Townhome Forums were hosted in 2012. The first one took place in May and discussed rental units in associations and issues to consider when deciding to allow, limit or prohibit them. The second forum took place in October and discussed homeowners insurance in associations including topics such as FEMA flood maps, fire prevention, and other issues to be aware of before paying deductibles.



'Summer in the City' Neighborhood Events

The *Summer in the City* events in the parks continued to be very well received and a great alternative to holding more

traditional, indoor meetings. Five *Summer in the City* neighborhood meetings were hosted – one in each of the city's five Wards. Each meeting had up to 100 people in attendance.



Housing Preservation and Rehabilitation

Community Development Block Grant Program

Title 1 of the Housing and Community Development Act of 1974 provides for a program of Community Development Block Grants (CDBG). The program is administered by the U.S. Department of Housing and Urban Development (HUD). Although the City qualifies as a metropolitan city under the block grant, we have elected to receive funds together with Anoka County through a Joint Request to HUD.

The federal CDBG program year 2011 was closed on December 31, 2012. Through the Joint Request to HUD, the City receives an annual grant in an amount determined by the formula allocation established by HUD. A Joint Cooperation Agreement with Anoka County provides for retention of funds by the county for program administration and county-wide public service programs. Whereas the 2011 entitlement grant represented a 7.8 percent increase over the 2010 award, the 2012 program experienced a 16.61 percent decrease from 2011 funding levels. The City's 2012 entitlement grant of \$271,715 included \$40,757 for county administration fees and the same amount for awards to county-wide public service programs. The remaining \$190,201 was allocated to the City's Housing Rehabilitation Loan Program, which provided for the rehabilitation of ten residential units occupied by low- and moderate-income households earning not more than 80 percent of area median income (\$82,700 in federal FY 2011, \$83,900 in 2012).



North Suburban Home Improvement Show

The City participated in the 14th annual home improvement trade show hosted by the cities of Coon Rapids, Andover, Anoka and Ramsey on March 24, 2012. For the sixth straight year, the show was held at the Andover YMCA Community Center. Staff organizers brought back a well-liked BOB 106.1FM live radio broadcast in 2012. Lowe's Home Improvements joined the show in 2012 sponsoring the ever popular Kid's Workshop. In 2012, approximately 1,300 residents from the surrounding north metro area attended. We continue to find, through an attendance day survey, that a high number of people attending the show are Coon Rapids residents.

Remodeling Advisor Visits

The City contracts with the Center for Energy and Environment (CEE) to provide Remodeling Advisor Visits to



Coon Rapids homeowners. They are a required component of the rehabilitation loan products offered through the Coon Rapids Mortgage Assistance Foundation loan programs and the visits are paid for through program funds. In addition, the City's Housing and Redevelopment Authority provides funds to make this service available to all Coon Rapids homeowners. The service provides assistance to homeowners in identifying and prioritizing improvements, providing objective remodeling advice and assistance with the collection and evaluation of project bids. This is a free service to all homeowners. In 2012, thirty Remodeling Advisor Visits were performed by CEE professionals for Coon Rapids homeowners.



Housing Preservation and Rehabilitation (cont.)

Coon Rapids Mortgage Assistance Foundation

The Coon Rapids Mortgage Assistance Foundation (CRMAF) established a housing loan program in 2005 that includes the following loan products. The Home Improvement Incentive Loan Program fund provides revolving loans for repairs or value-added improvements to single- and two-family structures and interior work on townhouse and other common interest community properties. The interest rate varies by borrower income but there is no income limit on borrowers. The Home Rehabilitation Assistance Loan Program fund provides low-interest loans for necessary repairs or improvements for borrowers earning not more than 110 percent of area median income. Loan payments may be deferred for homeowners at or below 50 percent of area median income. The Two-family Home Rehabilitation Program fund provides loan funds at attractive interest rates for the exterior maintenance of two-family dwellings. The fund guidelines require that work be undertaken on both sides of the two-family dwelling to ensure the exteriors remain compatible. There is no income limit for borrowers and payments may be deferred for borrowers at or below 50 percent of area median income. The program also includes the Emergency Home Repair Program fund for homeowners facing emergency repair needs but who are unable to access other funding sources. That fund is restricted to residents at or below 110 percent of area median income and payments are deferred. In 2010, the program



was extended to interior work for townhouses and other common interest community properties and exterior work at these properties in cases where the homeowner association is not responsible for the work.

In 2012, this program provided \$64,416 in loan funds to three homeowners, all accessing the Home Improvement Incentive Loan Program funds. The total dollar volume and CRMAF loan numbers decreased for the third consecutive year. However, efforts undertaken with CRMAF loan programs helped leverage more than \$206,000 in residential investments through the program administrator, the Center for Energy and Environment (CEE). While the program administrator attempts to first place a borrower into a CRMAF loan, CRMAF guidelines sometimes prohibit access. For example, the CRMAF loan to value limit is 100 percent whereas Minnesota Housing permits a loan to value ratio of 110 percent. Also, Minnesota Housing offers unsecured home improvement loans while CRMAF does not. If the homeowner is unable to access CRMAF funds, CEE will work with the homeowner to secure other funding options.

The ReGenerations Down Payment Assistance Loan Program was established in November 2009 with CRMAF program funds to provide

down payment assistance loans for housing purchases using the FHA Section 203(k) loan product. This mortgage vehicle permits the purchaser to roll the purchase price plus rehabilitation costs into a single mortgage. The ReGenerations Program provides three and one-half percent of the purchase plus rehab costs up to a maximum of \$6,000 and requires a minimum of \$10,000 in rehab or remodeling investment in the property. There are no program limits imposed on the borrower's income or the purchase price, however, there are FHA mortgage limits in the 203(k) program. The down payment assistance loan is forgiven after ten years provided the purchaser maintains the property as a principal, homesteaded residence. In 2012, the ReGenerations Program closed loans on five properties providing \$22,545 in down payment assistance that leveraged \$137,158 in rehabilitation investments to those properties. Three of the properties purchased under the program in 2012 were previously foreclosed. The remaining two were purchased as short sales. As of end of 2012, 19 ReGenerations down payment assistance loans have been issued representing nearly \$380,000 in rehabilitation to properties with sales totaling \$2,293,750. Fifteen of these 19 sales have returned vacant, foreclosed properties to homeowner occupancy.





11155 Robinson Dr NW
Coon Rapids, MN 55433
763-767-6430 Department
763-755-2880 Main

For a full, detailed report of
the City of Coon Rapids
Community Development
2012 Annual Report, please
contact 763-767-6430

Scattered Site Acquisition

The Scattered Site Acquisition (SSA) is intended to remove blighted or substandard structures and replace them with high-quality homes. In 2012, the HRA acquired two properties for redevelopment: 9065 East River Road and 8554 East River Road. The HRA sold lots at 12490 Thrush Street and 9943 Ibis Street for construction of new houses. The HRA also provided demolition funding to Twin Cities Habitat for Humanity for redevelopment of a single-family property at 9911 Larch Street, which is adjacent to a similar project that was recently completed at 9901 Larch Street.

Transit-Oriented Development

The City was awarded a \$40,000 Livable Communities Transit-Oriented Development grant for pre-development activities near the Foley Boulevard Park-and-Ride. The City will use the grant funds for land use and infrastructure planning near the transit station to prepare the area for redevelopment and improve access to the station.





2012 BOARD OF ADJUSTMENT AND APPEALS ANNUAL REPORT

COMMISSIONERS

Gary Wessling, Chair

Jeanette Rosand

Teri Spano-Madden

Patricia Thorup

Aaron Vande Linde

CITY STAFF

Cheryl Bennett, Housing and Zoning Coordinator

David Brodie, City Attorney

Melissa Westervelt, Assistant City Attorney

SECRETARY

Beth Bostrom, Time Saver Off Site Secretarial, Inc.

2012 BOARD OF ADJUSTMENT AND APPEALS

2012 MEETING ATTENDANCE

Meeting/Commissioner	Wessling, Chair	Rosand	Spano-Madden	Thorup	Vande Linde
January	NO MEETING				
February	●	●	●	●	○
March	●	●	●	●	●
April	NO MEETING				
May	NO MEETING				
June	NO MEETING				
July	NO MEETING				
August	●	●	●	●	●
September	NO MEETING				
October	NO MEETING				
November	●	●	●	●	○
December	●	●	●	●	○

● = present ○ = absent

Case No.	Petitioner Location	Description	Code Section	Board		Council	
				Date	Action	Date	Action
12-01V	Nellis, Scott 10320 Grouse Street	Consider Appeal of Order of Chief Building Official - Unfit for Human Habitation	12-313	2/2/2012	Upheld	3/6/2012	Tabled 3/6/12
12-02V	BAC Home Loans Servicing LP (B. Johnson) 9085 East River Road	Consider Appeal of Order of Chief Building Official - Unfit for Human Habitation	12-313	N/A	N/A; Hearing Denied (Notice rescinded)	N/A	N/A
12-03V	Bruce Nelson 2961 121st Avenue	Special Assessment Objection Failure to Obtain Rental License Penalty	12-903	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-04V	Gerald & Penny Patt 2121 109th Avenue	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials; Removal & Disposal Costs	2-1104 8-109	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-05V	Donald Glowacki 10024 Cottonwood Street	Special Assessment Objection Administrative Citation Penalty - Long Grass	2-1104 8-502 8-503	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-06V	Al Assedy Nasir 761 124th Lane	Special Assessment Objection Administrative Citation Penalty - Long Grass	2-1104 8-502 8-503	N/A	N/A; Hearing Denied (Submitted by tenant, not owner)	N/A	N/A
12-07V	Barbara Curry 2190 Coon Rapids Boulevard	Special Assessment Objection Administrative Citation Penalty - Expired Tabs, Junk Vehicle	2-1104 8-109 11-1831(1)	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-08V	Leslie Price 1947 108th Lane	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials	2-1104 8-109	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-09V	Jon Smoluch 10522 Foley Boulevard	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials, Collection Service Required; Excessive Consumption of Services Fee	12-317 2-1104 8-109 8-204	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-10V	Derrek Rand Abendroth 10640 Arrowhead Street	Special Assessment Objection Administrative Citation Penalty - Parking & Drives	2-1104 11-705(10)	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-11V	Larisa Pokhilchuk 11734 Jonquil Street	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials, Parking & Drives, Boulevard Encroachment	2-1104 8-109 11-705(10) 8-1000	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-12V	Thomas Durkin 11106 Hanson Boulevard	Special Assessment Objection Administrative Citation Penalty - Collection Service Required, Junk Cars & Building Materials, Parking & Drives	2-1104 8-204 8-109 11-705(10)	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-13V	Jeanann & Kimmarie Hagen 2441 112th Lane	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials, Expired Tabs	2-1104 8-109 11-1831(2)	3/1/2012	Affirm Assessment	3/20/2012	Adopted

Case No.	Petitioner Location	Description	Code Section	Board		Council	
				Date	Action	Date	Action
12-14V	Mayli Vang 1093 94th Lane	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials; Removal & Disposal Costs	2-1104 8-109	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-15V	Jolly Kemet 422 109th Avenue	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials, Expired Tabs	2-1104 8-109 11-1831(2)	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-16V	Carly Hanson 10521 Palm Street	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials; Removal & Disposal Costs	2-1104 8-109	3/1/2012	Affirm Assessment	3/20/2012	Adopted
12-17V	David Shimota 2372 123rd Circle	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials	2-1104 8-109	N/A	N/A; Hearing Denied (Improper filing)	N/A	N/A
12-18V	Angie & John Heck 3101 116th Lane	Special Assessment Objection Securing of Vacant Property Costs	12-312	8/2/2012	Reduced Assessment to \$160	8/21/2012	Adopted
12-19V	Federal National Mortgage Assoc. 11915 Wintergreen Street	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials; Removal & Disposal Costs	2-1104 8-109	8/2/2012	Reduced Assessment to \$656	8/21/2012	Adopted
12-20V	Premier McKay LLC 3789 Coon Rapids Boulevard	Special Assessment Objection Administrative Citation Penalty - Long Grass	2-1104 8-502 8-503	8/2/2012	Affirm Assessment	8/21/2012	Adopted
12-21V	Citimortgage Inc. 559 109th Avenue	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials, Long Grass; Vacant Property Monitoring Fee; Removal & Disposal Costs; Securing of Vacant Property Costs	2-1104 8-109 12-312 8-502 8-503	8/2/2012	Affirm Assessment	8/21/2012	Adopted
12-22V	Jeffrey Worms Vacant Lots East of 10212 Mississippi Blvd	Special Assessment Objection Administrative Citation Penalty - Parking & Drives	2-1104 11-705(10)	8/2/2012	Affirm Assessment	8/21/2012	Adopted
12-23V	James Verdich 2028 105th Avenue	Special Assessment Objection Administrative Citation Penalty - Too Many Roomers	2-1104 11-603	8/2/2012	Reduced Assessment to \$300	8/21/2012	Adopted
12-24V	Tiffany Crawford 12400 Thrush Street	Special Assessment Objection Administrative Citation Penalty - Rental License Required	2-1104 12-900	8/2/2012	Affirm Assessment	8/21/2012	Adopted
12-25V	Dennis Blue 11227 Crocus Street	Special Assessment Objection Administrative Citation Penalty - Junk Cars & Building Materials, Expired Tabs; Removal & Disposal Costs; Excessive Consumption of Services Fee	12-317 2-1104 8-109 11-1831(2)	8/2/2012	Reduce Assessment to \$1,050	8/21/2012	Adopted

Case No.	Petitioner Location	Description	Code Section	Board		Council	
				Date	Action	Date	Action
12-26V	Steven Palmer 11916 Kerry Street	Special Assessment Objection Administrative Citation Penalty - Expired Tabs	2-1104 11-1831(2)	8/2/2012	Affirm Assessment	8/21/2012	Adopted
12-27V	Mary Kay Smith 356 108th Ave	Special Assessment Objection Administrative Citation Penalty - Long Grass	2-1104 8-502 8-503	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-28V	Nhia Yang & Chao Xiong 211 110th Ave	Special Assessment Objection Administrative Citation Penalty - Expired Tabs	2-1104 11-1831(2)	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-29V	Jennifer Gordon 12140 Zea Cir	Special Assessment Objection Administrative Citation Penalty - Semitrailer and Container Storage	11-1823	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-30V	Tiffany Breske 10748 Flora St	Special Assessment Objection Administrative Citation Penalty - Long Grass	2-1104 8-502 8-503	11/1/2012	Rescind Assessment	11/20/2012	Adopted
12-31V	Richard Pfiffner 10960 Foley Blvd	Special Assessment Objection Administrative Citation Penalty - Expired Tabs; Excessive Consumption of Services Fee	12-317 2-1104 11-1831(2)	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-32V	Matt Crowder 2079 111th Ln	Special Assessment Objection Administrative Citation Penalty - Expired Tabs	2-1104 11-1831(2)	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-33V	Aleksandr & Erika Perzhu 12362 Thrush St	Special Assessment Objection Administrative Citation Penalty - Long Grass	2-1104 8-502 8-503	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-34V	Ferid Hasic 422 84th Ln	Special Assessment Objection Securing of Vacant Property Costs	12-312	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-35V	Lee Wolfgram, Sr. 10022 Linnet St	Special Assessment Objection Failure to Obtain Rental License Penalty	12-903(1)	11/1/2012	Affirm Assessment	11/20/2012	Postponed to 12/4/12
12-36V	Jacob & Lindsey McCarty 10360 Tamarack St	Special Assessment Objection Administrative Citation Penalty - Long Grass	2-1104 8-502 8-503	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-37V	Terry Belanger 11337 Ibis St	Special Assessment Objection Administrative Citation Penalty - Rental License Required	2-1104 12-900	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-38V	Jon Baden 10261 Palm St	Special Assessment Objection Administrative Citation Penalty - Expired Tabs, Parking & Drives, Junk Cars & Building Material, Major Recreational Vehicles	2-1104 11-1831(2) 11-705(10) 8-109 11-1828(2)(b)	11/1/2012	Reduce Assessment to \$1,200	11/20/2012	Adopted

Case No.	Petitioner Location	Description	Code Section	Board		Council	
				Date	Action	Date	Action
12-39V	Cindy Glaser POA to Eugene Becker 456 113th Ln	Special Assessment Objection Administrative Citation Penalty - Long Grass, Junk Cars & Building Materials; Securing Vacant Property Costs	2-1104 8-502 8-503 12-312 8-109	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-40V	Lisa Metwaly 341 104th Ln	Special Assessment Objection Administrative Citation Penalty - Rental License Required	2-1104 12-900	11/1/2012	Rescind Assessment	11/20/2012	Adopted
12-41V	Cherie Winchester 2241 Coon Rapids Blvd	Special Assessment Objection Administrative Citation Penalty - Parking & Drives	2-1104 11-705(10)	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-42V	Neil Fleahman 2137 109th Ave	Special Assessment Objection Administrative Citation Penalty - Expired Tabs; Excessive Consumption of Services Fee	12-317 2-1104 11-1831(2)	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-43V	Dennis Hill 10861 Kumquat St	Special Assessment Objection Administrative Citation Penalty - Parking & Drives	2-1104 11-705(10)	11/1/2012	Affirm Assessment	11/20/2012	Adopted
12-44V	Scott Nellis 10320 Grouse Street	Consider Appeal of Decision of Hearing Examiner	2-1100	12/6/2012	Affirm Decision	N/A	N/A



February 21, 2013

Honorable Mayor and Councilmembers
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433

Re: Report of Planning Commission Activities for 2012

Dear Mayor Howe and Councilmembers:

On behalf of the members of the Planning Commission, I wish to provide you with this report of the Planning Commission's activities for the year 2012.

During 2012, the Commission considered thirty-two planning cases during eleven regularly scheduled Commission meetings. The Commission also conducted six workshop meetings to discuss changes to the City's Land Use Code and the recodification of Title 11.

The Commission's development review included the consideration of five site plans. The site plans included a multi-tenant building in Gateway Commercial Park (Cooley property), Chick-fil-A restaurant, Mercy Hospital office building and North Suburban Eye Specialist office.

The Commission also considered six conditional use permits, three lot splits, five code changes, five zoning amendments and four comprehensive plan amendments.

The Commission's contributions and efforts in 2012 continue to reflect each Commissioner's dedication to their role in shaping the physical development of our community. We wish to express our appreciation for the continuing respect received from the City Council and the support provided to us by the City's cable television, engineering, legal and planning staffs and by our recording secretary.

Respectfully submitted,

Jenny Geisler, Chair
Coon Rapids Planning Commission

Attachment



2012 PLANNING COMMISSION ANNUAL REPORT

COMMISSIONERS

Donna Naeve, Chair

Jenny Geisler, Vice Chair

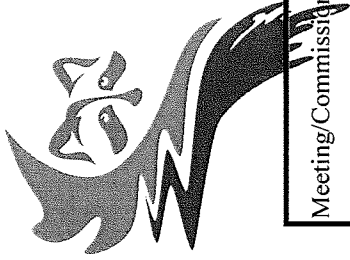
Cedric Lattimore

Jonathan Lipinski

Wayne Schwartz

Zachary Stephenson

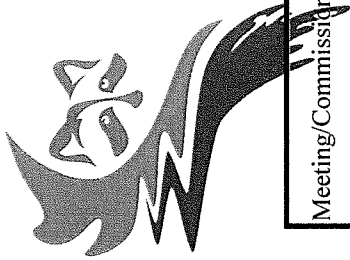
Julia Stevens



2012 PLANNING COMMISSION REGULAR MEETING ATTENDANCE

Meeting/Commissioner	Naeve, Chair	Geisler, Vice Chair	Latimore	Lipinski	Schwartz	Stephenson	Stevens
January	•	•	•	•	•	•	•
February	•	•	○	•	•	○	•
March	•	•	•	• Acting Chair	•	•	•
April	•	• Acting Chair	•	○	•	•	•
May	•	•	○	○	○	•	•
June	○	•	• Acting Chair	•	•	•	•
July	•	•	•	•	•	•	•
August	No Meeting						
September	•	•	•	•	•	•	•
October	•	•	○	○	• Acting Chair	○	•
November	•	• Chair	•	•	•	•	•
December	•	• Chair	•	•	•	•	•

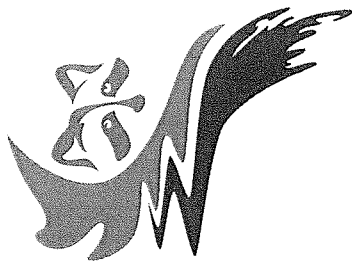
• = present ○ = absent



2012 PLANNING COMMISSION WORK SESSION ATTENDANCE

Meeting/Commissioner	Naeve, Chair	Geisler, Vice Chair	Latimore	Lipinski	Schwartz	Stephenson	Stevens
January	•	•	•	•	•	•	•
February	•	•	○	•	•	○	•
March	•	•	•	• Acting Chair	•	•	•
April	•	• Acting Chair	•	○	•	•	•
May	•	•	○	○	○	•	•
June	No Work Session						
July	•	•	•	•	•	•	•
August	No Work Session						
September	No Work Session						
October	No Work Session						
November	No Work Session						
December	No Work Session						

• = present ○ = absent



2012 PLANNING COMMISSION PLANNING CASES BY MONTH AND TYPE

	Code Changes	Amendments		Conditional Use Permits	Conditional Use Permit Home Occupation			PUD	Property Subdivision			Site Plan
		Comp Plan	Zoning		New	Review	Revoke		Lot Split	Preliminary Plat	RLS	
January												
February												12-1
March									12-2			
April					12-3							
May	12-9		12-8, 12-10		12-4							
June		12-6	12-7	12-12					12-5			10-07, 12-11, 12-12
July				12-12								11-16, 12-12, 12-13, 12-14
August												
September	9-20	12-17	12-10, 12-18, 12-19, 12-20, 12-21		12-15, 12-16							
October		12-24	12-25	12-22								
November		12-26	12-27									
December									12-28			

2012 PLANNING COMMISSION DEVELOPMENT CONSIDERATIONS AND APPROVALS

Case	Petitioner Location	Proposal	Staff Recommendation	Commission		Council	
				Date	Action	Date	Action
9-20	City of Coon Rapids	Recodification and Reorganization of Title 11 (Zoning Code)	Approve	9/20/2012	Removed from Agenda		
10-07	RLK Landholdings Port Evergreen Development	Site Plan - one year extension	Approve	6/21/2012	Approve	NA	NA
11-16	Frisbee Architects 3707 Coon Rapids Blvd	Site Plan - one year extension	Approve	7/19/2012	Approve	NA	NA
12-1	MFRA, Inc. 1835 Gateway Dr	Site Plan - multi-tenant commercial building	Approve	2/16/2012	Approve	NA	NA
12-2	Michael Casey 4135 Coon Rapids Blvd	Lot Split - adjust a common lot line between two parcels	Approve	3/15/2012	Approve	4/3/2012	Adopt
12-3	Marcia Baudino 1656 127th Ave	Conditional Use Permit - Home Occupation to conduct gardening classes	Approve	4/19/2012	Approve	NA	NA
12-4	Geronimo Delacruz 10657 Xavis St	Conditional Use Permit - Home Occupation to conduct a catering business	Deny	5/17/2012 6/21/2012	Tabled App Withdrawn	NA	NA
12-5	Brenneman 3821 & 3823 115th Ave	Lot Split and Variance - zero lot line subdivision for twin home	Approve	6/21/2012	Approve	7/17/2012	Adopt
12-6	Patricia J. Jordan SE corner of Woodcrest Dr & Egret Blvd	Comprehensive Land Use Plan Amendment - change Office to Moderate Density Residential	Approve	6/21/2012	Approve	8/8/2012	Adopt
12-7	Patricia J. Jordan SE corner of Woodcrest Dr & Egret Blvd	Zone Change - change Office to Moderate Density Residential	Approve	6/21/2012	Approve	7/17/2012 8/8/2012	Introduced Adopt
12-8	City of Coon Rapids	Ordinance Amendment - Increase max driveway width and establish design standards for off-drive parking areas in LDR1 and LDR2.	Approve	5/17/2012	Approve	6/5/2012 8/8/12	Introduced Adopt

Case	Petitioner Location	Proposal	Staff Recommendation	Commission		Council	
				Date	Action	Date	Action
12-9	City of Coon Rapids	Code Change - Limit overnight parking in commercial and office districts	Approve	5/17/2012	Approve	6/5/2012 11/7/12	Introduced
12-10	City of Coon Rapids	Ordinance Amendment - Eliminate restriction of only one detached garage/storage building in LDR1 and LDR2	Approve	5/17/2012 9/20/2012	Tabled at 5/17/12 & 9/20/12 mtgs	NA	NA
12-11	Chick-fil-A 3590 River Rapids Dr	Site Plan - new restaurant	Approve	6/21/2012	Approve	NA	NA
12-12	Church of the Epiphany	Site Plan and Conditional Use Permit - cemetery expansion	Approve	6/21/2012 7/19/2012	Tabled Approve	NA	NA
12-13	Mercy Hospital NW corner of Blackfoot St & Coon Rapids Blvd	Site Plan - 123,000 sq ft office building	Approve	7/19/2012	Approve	8/8/2012	Approve
12-14	North Suburban Eye Specialists 3789 Coon Rapids Blvd	Site Plan - 32,000 sq ft office building	Approve	7/19/2012	Approve	8/8/2012	Approve
12-15	Erickson, Amy 8870 Mississippi Blvd	Conditional Use Permit - Home Occupation to conduct yoga classes as a business	Approve	9/20/2012	Approve	NA	NA
12-16	Loxtercamp, Jackie 11800 Juniper St	Conditional Use Permit - Home Occupation to operate a home-based beauty shop.	Approve	9/20/2012	Approve	NA	NA
12-17	First National Bank of Elk River 10732 Hanson Blvd	Comprehensive Land Use Plan Amendment - change Moderate Density Residential to Office	Approve	9/20/2012	Approve	10/16/2012	Adopt
12-18	First National Bank of Elk River 10732 Hanson Blvd	Zone Change - change Moderate Density Residential to Office	Approve	9/20/2012	Approve	10/2/2012 10/16/12	Introduced Adopt
12-19	City of Coon Rapids	Ordinance Amendment - Establish Business Park (BP) district	Approve	9/20/2012	Removed from Agenda	NA	NA
12-20	City of Coon Rapids	Ordinance Amendment - driveway width in LDR1 zoning district and changes to max length of driveway	Approve	9/20/2012	Removed from Agenda	NA	NA

Case	Petitioner Location	Proposal	Staff Recommendation	Commission		Council	
				Date	Action	Date	Action
12-21	City of Coon Rapids	Zone Change - change Industrial to Business Park in the area in and around Evergreen Industrial Park	Approve	9/20/2012	Removed from Agenda		
12-22	People Incorporated 2708 119th Ave	Conditional Use Permit - Expand residential facility from six to eight residents	Approve	10/18/2012	Approve	NA	NA
12-23	Mercy Hospital NW corner of Blackfoot St & Coon Rapids Blvd	skyway - withdrawn					
12-24	Shamrock Development West of Springbrook Dr at 87th Ave	Comprehensive Land Use Plan Amendment - change Community Commercial to Industrial	Approve	10/18/2012	Deny	11/20/2012	Adopt
12-25	Shamrock Development West of Springbrook Dr at 87th Ave	Zone Change - change Community Commercial to Industrial	Approve	10/18/2012	Deny	11/7/2012 11/20/12	Introduced Adopt
12-26	Timothy Tronson 1354 121st Ave	Comprehensive Land Use Plan Amendment - change Low Density Residential to Moderate Density Residential	Approve	11/15/2012	Approve	12/18/2012 1/7/13	Tabled
12-27	Timothy Tronson 1354 121st Ave	Zone Change - change Low Density Residential to Moderate Density Residential	Approve	11/15/2012	Approve	12/4/2012 12/18/12	Introduced Adopt
12-28	Jason Stockwell 388 107th Ln	Lot Split - adjust a common lot line between two parcels	Approve	12/20/2012	Approve	1/7/2013	Approve
12-29	Dayton Freight	Site Plan - 87,000 sq ft freight terminal					



City Council Regular

5.

Meeting Date: 03/05/2013

Subject: Park Referendum Survey

From: Matt Stemwedel, Assistant City
Manager

INTRODUCTION

The City Council is considering a park bond referendum for the fall of 2013. In order to better understand resident opinions on park and recreational issues in the City, including a possible referendum, City staff recommended to the City Council that a residential survey be conducted and funds be allocated for the expense.

DISCUSSION

Conducting a resident survey before deciding whether or not to move forward with a park bond referendum will be very valuable. The survey will help the City understand the needs of the community and, ultimately, the potential success of a park bond referendum.

The statistically valid survey will consist of telephone interviews of 400 randomly selected Coon Rapids residents. In general, random samples such as this will yield results that are accurate within +/- five percent in 95 out of 100 cases. If approved by the City Council, Decision Resources, Ltd. will begin contacting residents immediately. Decision Resources, Ltd. will then present their findings to the City Council at a meeting in April. Because this was unbudgeted, staff is recommending that a resolution authorizing the appropriation of funds be approved.

RECOMMENDATION

Staff recommends:

- a. Approval of Resolution 13-42 Amending the 2013 Park Improvement Fund Budget.
- b. Authorizing an agreement with Decision Resources, Ltd. to conduct a residential survey in the amount of \$13,500.

Fiscal Impact

BUDGET IMPACT:

The proposed cost of the survey is \$13,500. This cost is more than the previously estimated cost of \$10,000 to \$12,000 due to the fact that the City added about 15 more questions than was anticipated. The City did not budget for this expense; however, there are adequate funds within the Park Improvement Fund to pay for this survey.

Attachments

RES 13-42

Contract

RESOLUTION NO. 13-42

RESOLUTION AMENDING THE 2013 PARK IMPROVEMENT FUND BUDGET

WHEREAS, Section 1-700 of the City Charter provides for adoption of an annual budget and subsequent amendments; and

WHEREAS, the City is considering asking citizens to vote in a referendum allowing the City to issue bonds; and

WHEREAS, the 2013 budget does not include funds for a park bond referendum residential survey to determine interest; and

WHEREAS, the cost to complete the survey is estimated to be \$13,500; and

WHEREAS, funds are available in the Park Improvement Fund balance to allocate to this expense from the fund balance,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota to allocate \$13,500 to professional services from the Park Improvement Fund balance for the park bond referendum residential survey.

Adopted this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

AGREEMENT

PREAMBLE

Whereas, Decision Resources, Limited, (hereinafter referred to as DRL) offers its services to organizations in the public and private sectors for the purpose of conducting market research by telephone survey to ascertain such information as may be requested by its clients, and

Whereas, City of Coon Rapids (hereinafter referred to as CLIENT) wishes to employ DRL (as an independent contractor) for the above stated purpose, DRL and CLIENT agree to the following terms, conditions, and fees governing such employment.

SERVICES

- (A.) DRL shall conduct a telephone survey: the sample size of which shall be 400 randomly selected residents in the City of Coon Rapids.
- (B.) DRL will submit the questionnaire for the survey to CLIENT for its approval prior to the commencement of interviews. The specific details of the survey as to timing, questionnaire content, and population sample to be surveyed (except as otherwise specified in paragraph A) shall be mutually agreed upon by the parties as circumstances may require. In the event the parties fail to agree, CLIENT shall have the final authority to determine the subject matter content of the survey, while DRL shall have final authority to determine the specific wording of questions on the questionnaire and the specific individuals within the given population to be sampled. DRL shall not be obligated to ask questions of persons interviewed in addition to those questions included on the approved questionnaire or to provide data or interpretations with respect to topics or issues not covered by the questionnaire. DRL will proceed with a survey only after it receives notice of CLIENT's approval of the questionnaire.
- (C.) The survey shall be commenced as soon as is practicable following:
 - (1) Approval of the questionnaire by CLIENT, and
 - (2) Payment of all fees due to date as required.

- (D.) Upon payment of all fees due to date, DRL shall furnish to CLIENT a written report of the survey results including interpretations which may be reasonably drawn there from. At that time, CLIENT, in consultation with DRL, will schedule meetings for the presentation and discussion of these results. Further time commitments of DRL personnel deemed needed by CLIENT shall be billed upon a mutually agreed-to hourly basis prior to their execution.

FEES

- (A.) CLIENT shall remit to DRL fees in the amounts, at the times, and in the manner specified hereunder: The fee shall be \$13,500.00 FOR A MAXIMUM 65 QUESTION SURVEY.
- (B.) All fees due under this agreement shall be payable by ordinary check, except that DRL reserves the right to require payment by certified check, after having given CLIENT three days notice of such requirement.

PROPRIETARY RIGHTS AND DISCLOSURE

The written report required under Section II (D.) shall become the sole property of CLIENT after payment to DRL of the TOTAL AMOUNT required in Section III. The survey questionnaires and replies and all related data, materials, and information shall remain the property of DRL. DRL agrees not to divulge or use for any purpose, including but not limited to advertising and public relations, the information obtained in the survey without the written consent of CLIENT; provided, however, if the data or results of the survey are directly or indirectly made public by CLIENT or anyone else, DRL may make public the following information: the population from which the sample was taken, the method of obtaining the interviews, including the size and design of the sample, and the basis of the data if the sample is less than the total sample, the dates and times when the interviews were conducted, the exact wording of questions asked and the client's name. CLIENT agrees that if it or anyone else acting on its behalf wishes to release in whole or in part to the public by press release, speech, or otherwise, the data or results of the survey or contents of the written report, that CLIENT or such other person will first notify DRL in writing, and that there will be also stated in the release, speech, or otherwise, that the survey was done by DECISION RESOURCES, LIMITED, OF MINNEAPOLIS, MINNESOTA.

CLIENT further understands and agrees that the names and addresses of interviewers used by DRL and the names and/or addresses of persons sampled are confidential and will not be made available to CLIENT.

EXCLUSION OF WARRANTIES

DRL agrees to utilize its best efforts to insure the accuracy of any survey by it pursuant to this Agreement. However, it is specifically understood and agreed that nothing in this Agreement, or any survey or written report furnished under Section II (D.), shall be considered as either a prediction or guarantee of the results of any election or the outcome of any event, and any representations or warranties, express or implied, to that effect are hereby excluded. In addition, DRL shall not be responsible or liable for any failure by it to conduct any survey or render any written report if such failure results from labor disturbances, fires, floods, wars, riots, civil disturbances, and other events beyond the control of DRL.

MODIFICATIONS

Modifications of this Agreement shall not be enforceable unless in writing and signed by the party to be charged. Neither parties' waiver of any rights due him/her under this Agreement shall have the effect of waiving other or subsequent rights due hereunder.

MISCELLANEOUS

- (A.) This Agreement merges and supersedes all other agreements, verbal and written, between the parties and represents all agreements between them and binds their administrators, heirs, successors, and assignees.
- (B.) Any provision of this Agreement which may be held unenforceable shall be severable and the balance of the Agreement enforced.
- (C.) CLIENT agrees that it shall comply with all laws respecting disclosure of this Agreement.

- (D.) DRL reserves the right to use the findings from this survey in anonymous form as to the specific population and client for purposes of aggregate and comparative analyses to be made available to other clients of DRL or publications.
- (E.) This agreement may be subject to amendment based upon the mutual consent of both parties.
- (F.) DRL shall indemnify and hold harmless the CLIENT and its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorney's fees arising directly or indirectly out of this project.

I n witness whereof, the parties affix their signature on this 26th day of February, 2013.

DECISION RESOURCES , LTD .

By:

PRESIDENT

Client

Position



City Council Regular

6.

Meeting Date: 03/05/2013

Subject: Waiver of Fees for Fourth of July Carnival

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

Chief Piper has submitted a request to waive licensing fees for the 2013 Fourth of July celebration.

DISCUSSION

Chief Piper, on behalf of the Coon Rapids Firefighters, has submitted a request to waive the fireworks display, carnival, and parade fees for the annual Fourth of July celebration. Historically these fees have been waived for non-profit sponsored, community-wide events.

While the Clerk's office has the authority to issue the licenses, any fee adjustment must be approved by Council.

RECOMMENDATION

Council is requested to approve the waiver of the fireworks display, carnival, and parade license fees for the 2013 Fourth of July celebration.

Attachments

2013 Fee Waiver



TO: Coon Rapids City Council

FROM: John Piper, Fire Chief

SUBJECT: Carnival Fees

DATE: February 26, 2013

The Coon Rapids Fire Relief Association and the Coon Rapids North Star Lions will be hosting the annual Fourth of July celebration at Sand Creek Park July 3rd – 6th.

We respectfully request the City Council consider waiving the licensing fees for the carnival, fireworks display and parade. This celebration brings the community together and provides quality family entertainment.

Thank you for your consideration.



City Council Regular

7.

Meeting Date: 03/05/2013

Subject: Precious Metals License for Max It Pawn located at 12475 Riverdale Blvd NW Suite G

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

Cash-N-Pawn International, LTD has submitted an application for a Precious Metals Dealer License for Max It Pawn located at 12475 Riverdale Blvd NW Suite G.

DISCUSSION

Cash-N-Pawn International, LTD dba Max It Pawn located at 12475 Riverdale Blvd NW Suite G has a Pawnbroker License and is applying for a Precious Metals Dealer license. As per City Code 5-2700, Council has the authority to grant or deny the application. All officers have undergone the required background checks and the Police Department has found nothing to prevent the licensing of this business. The City has also received the required \$5,000 Surety Bond and proof of insurance. All fees have been paid.

RECOMMENDATION

Council is requested to approve the Precious Metals Dealer License for Cash-N-Pawn International, LTD dba Max It Pawn located at 12475 Riverdale Blvd NW Suite G.



City Council Regular

8.

Meeting Date: 03/05/2013

Subject: Recycling Center SCORE grant contract renewal

Submitted For: Colleen Sinclair, Recycling Coordinator

From: Colleen Sinclair, Recycling Coordinator

INTRODUCTION

As Council may be aware, the SCORE recycling contract is due for its annual renewal. Anoka County has developed a new way of dividing their State grant proceeds among the participating cities and is offering additional funding opportunities for increased services. The attachment provides additional information on these new funding options, which were discussed at the Council Work Session on February 26, 2013.

DISCUSSION

Recycling tonnage requirements will be increasing aggressively to meet new goals set forth by Anoka County, as part of the 2030 Comprehensive Plan. To meet the new goals and help enhance our program, the County has put together a new funding option for member cities. In the past, all cities received a base budget based upon population. The new proposal allows each city to apply for funding on an annual basis, based upon the needs and plan unique for each city. The Coon Rapids Recycling Center has become well known locally and within the State for its progressive approach and wide range of available options.

At the February 26th Work Session the City Council considered a couple of options, as prepared by staff, and were supportive of option 1; going to a 5 day drop-off center beginning in 2014. This option would capitalize on the new funding alternatives being offered by Anoka County, and would expand the services available to our residents (see attachment). This option includes the addition of a PT recycling assistant in the fall 2013 to help prepare for and promote the transition of the City Recycling Drop-off Center to the extended hours beginning in January 2014. This transition to 5 days (Tuesday through Saturday) would also include seasonal hours to accommodate some flexibility for the users.

In addition to the 5 day drop-off center expansion in 2014, the contract contemplates other service additions in 2013:

- Mattress collection extended hours; from 9am to 3pm on the first Saturday of each month
- Appliance and electronics collection every Saturday
- Paper shredding on the first Saturday of each month from 9 - noon
- Increased recycling efforts in City parks
- Increased recycling efforts at special events, such as the 4th of July celebration at Sand Creek Park.

RECOMMENDATION

Staff recommends approval of the attached SCORE contract with Anoka County; including expansion of the City Recycling Drop-off Center service to 5 days per week beginning January 2014, adding additional staff as necessary (including a PT Recycling Center Assistant in 2013), increasing the Recycling Coordinator's hours to FT in 2014, and other expanded services for residents to begin in 2013.

BUDGET IMPACT:

All costs associated with these potential Recycling Center expanded hours and service enhancements will be covered by the new funding options being offered by Anoka County and their redistribution of State grant dollars. No City funding is being requested at this time.

Attachments

Agreement

2013 SCORE request

SCORE Contract Options

AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January, 2013, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF COON RAPIDS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, Anoka County will receive \$810,000.00 in funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") and \$330,000.00 in funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds ") prior to the effective date of this Agreement; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by the Anoka County Board of Commissioners by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

33. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality.

34. **TERM.** The term of this Agreement is from January 1, 2013 through December 31, 2013, unless earlier terminated as provided herein.

35. **DEFINITIONS.**

- a. "Problem material" shall have the meaning set forth in Minn. Stat. § 115A.03, subdivision 24a.
- b. "Multi-unit households" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
- c. "Opportunity to recycle" means providing recycling and curbside pickup or collection centers for recyclable materials as required by Minn. Stat. § 115A.552.
- d. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
- e. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastics, metals, fluorescent lamps, major appliances and vehicle batteries.
- f. Refuse derived fuel or other material that is destroyed by incineration is not a recyclable material.
- g. "Yard waste" shall have the meaning set forth in Minn. Stat. § 115A.03, subdivision 38.

36. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 5,661 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.

- a. The Municipal recycling program shall include the following components:
 - i. Each household (including multi-unit households) in the Municipality shall have the opportunity to recycle at least four broad types of materials, such as paper, glass, plastic, metal and textiles.
 - ii. The recycling program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
 - iii. The Municipality shall implement a public information program that contains at least the following components:
 - (1) One promotion is to be mailed to each household focused exclusively on the Municipality's recycling program;
 - (2) One promotion advertising recycling opportunities available for residents is to be included in the Municipality's newsletter or local newspaper; and
 - (3) Two community presentations are to be given on recycling.
 - iv. The public information components listed above must promote the focused recyclable material of the year as specified by the County. The County will provide the Municipality with background material on the focused recyclable material of the year.
 - iv. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
 - i. The Municipality shall organize either spring and fall clean-up recycling drop-off events or monthly recycling drop offs which can be held in conjunction with a neighboring municipality on a cooperative basis for the citizens of both Municipalities.
 - ii. The Municipality shall provide a community event recycling program, which at a minimum would consist of a providing recycling opportunities at all municipality sponsored events and festivals.
 - iii. The Municipality shall provide the opportunity for citizens to engage in recycling activities at municipal parks.
 - iv. The Municipality shall organize and manage a Full Service Recycling Drop-off Center.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall prepare and submit to the County by March 31, 2013, a plan acceptable to County that is designed to achieve the recycling goals set forth in this Agreement.

5. **REPORTING.** The Municipality shall submit the following reports semiannually to the County no later than July 20, 2013 and January 20, 2014:

- a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption

centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this agreement. The Municipality shall also report the number of cubic yards or tons of yard waste collected for composting or landspreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.

- b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs.
- c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling programs.

The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

- 6. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semiannually to the County for abatement activities no later than July 20, 2013 and January 20, 2014. Costs not billed by January 20, 2014 will not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.

- 7. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum as computed below, which shall not exceed \$208,606.00. The project maximum for eligible expenses shall be computed as follows:

- a. A base amount of \$10,000.00 for recycling activities only; and
- b. \$5.00 per household for recycling activities only; and
- c. As provided according to the eligibility schedule in Attachment A for each of the following services: Full Service Recycling Drop-off Center, Spring/Fall or Monthly Drop-off events; Municipal Park Recycling; Community Event Recycling; and Enhancement Grants; and
- d. After considering the 2013 Municipal Funding Request (Attachment B) designating the additional Grant Projects that the City will undertake in the upcoming year.

Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event the City does not undertake and complete the additional Grant Projects referenced in Attachment B.

- 8. **RECORDS.** The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all

receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.

9. **AUDIT.** Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement.
- b. No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under any program, service or activity hereunder. The Municipality agrees to take affirmative action so that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, selection for training, rates of pay, and other forms of compensation.
- c. The Municipality shall be responsible for the performance of all subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The Agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- d. The Municipality agrees that the Municipality's employees and subcontractor's employees who provide services under this agreement and who fall within any job classification established and published by the Minnesota Department of Labor & Industry shall be paid, at a minimum, the prevailing wages rates as certified by said Department.
- e. It is understood and agreed that the entire Agreement is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

- f. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- g. Contracts let and purchases made under this Agreement shall be made by the Municipality in conformance with all laws, rules, and regulations applicable to the Municipality.
- h. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- i. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.

11. **PUBLICATION.** The Municipality shall acknowledge the financial assistance of the County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds (Select Committee on Recycling and the Environment)."

12. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

13. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

IN WITNESS WHEREOF, the parties hereunto set their hands as of the dates first written above:

CITY OF COON RAPIDS

By: _____

Name: _____

Title: _____

Date: _____

By: _____
Municipality's Clerk

Date: _____

Approved as to form and legality:

COUNTY OF ANOKA

By: _____
Rhonda Sivarajah, Chair

Anoka County Board of Commissioners

Date: _____

By: _____
Jerry Soma
County Administrator

Date: _____

Approved as to form and legality:

Assistant County Attorney

[illegible]

2013 Municipal Funding Request Attachment B

The CITY of COON RAPIDS is requesting the following funding for their municipal efforts in 2013.

Grant Projects	Eligible Allocations	Amount Requested
Municipal Grant Funding Allocation	\$128,005.00	\$128,005.00
Full Service Drop-off Center Allocation (Staffed recycling center, open a minimum of 5 days per week, collecting mattresses, traditional recyclables, scrap metal, carpet, etc.)	\$30,000.00 Only Coon Rapids is currently eligible	0
Monthly Drop-off Center	\$15,000.00	\$ 15,000.00
Municipal Park Recycling	\$6,000.00	\$ 6,000.00
Community Event Recycling	\$6,000.00	\$ 2,000.00
Recycling Enhancement Grant (Additional promotion efforts, multi-units, organics program) Insert a description of the efforts being proposed below.		
Total Amount Eligible/Requested for 2013	\$23,601.00 \$208,606.00	\$ 23,601.00 \$* 174,006.00

A description of the efforts being proposed for the Recycling Enhancement Grant.

addition of organics to the drop off site.
an aggressive promotion campaign to market
increased hours program that will begin 2014.
- web, banner, mailings, newspaper, newsletter

The CITY of COON RAPIDS requests *174,006.00 for 2013 Municipal Funding.

Date 2-27-2013

Name Colleen Sinclair

Title Recycling Coordinator

*these amounts should match and may not exceed eligible allocation total.

**2013 Municipal Funding Request
Attachment B**

The CITY of COON RAPIDS is requesting the following funding for their municipal efforts in 2013.

Grant Projects	Eligible Allocations	Amount Requested
Municipal Grant Funding Allocation	\$128,005.00	\$128,005.00
Full Service Drop-off Center Allocation (Staffed recycling center, open a minimum of 5 days per week, collecting mattresses, traditional recyclables, scrap metal, carpet, etc.)	\$30,000.00 Only Coon Rapids is currently eligible	0
Monthly Drop-off Center	\$15,000.00	\$ 15,000.00
Municipal Park Recycling	\$6,000.00	\$ 6,000.00
Community Event Recycling	\$6,000.00	\$ 2,000.00
Recycling Enhancement Grant (Additional promotion efforts, multi-units, organics program) Insert a description of the efforts being proposed below.	\$23,601.00	\$ 23,601.00
Total Amount Eligible/Requested for 2013	\$208,606.00	\$ * 174,606.00

A description of the efforts being proposed for the Recycling Enhancement Grant.

addition of organics to the drop off site.
an aggressive promotion campaign to market
increased hours program that will begin 2014.
- web, banner, mailings, newspaper, newsletter

The CITY of COON RAPIDS requests *174,606.00 for 2013 Municipal Funding.

Date 2-27-2013

Name Colleen Sinclair

Title Recycling Coordinator

*these amounts should match and may not exceed eligible allocation total.

Recycling SCORE Grant- 2013 Contract approval

In 2013 mattress collection was expanded in hours to 9am to 3pm on the first Saturday of each month. Appliance and electronics collection is now done every Saturday, and paper shredding has also been added to the first Saturday of each month from 9-noon. All of these events are year round.

Option 1: Add a PT (20 hr) assistant in 2013 beginning in the fall. Begin an aggressive campaign to market the upcoming change of moving to a 5 day per week operating plan for the Recycling Drop off Center to begin in January 2014. The assistant will allow the Recycling Coordinator to prepare for this transition.

2013 Score Plan

Total operating budget:	\$ 94,823.00
Total Office Staff:	<u>\$ 53,296.00</u>
	\$148,119.00
Prep for 2014	
Replace roll-offs	\$10,000.00
Office set up	\$7,000.00
Marketing	<u>\$13,800.00</u>
	30,800.00
Grand Total	\$178,919.00

Grant Income:	\$172,606.00*
Revenue:	<u>\$20,000</u> (average) 2012 \$35,000.00
	\$192,606.00 (Total)

Grant funding request breakdown

*Regular SCORE allocation (base SCORE allocation)	\$128,005.00
*Full Service Drop off (staffed 5 days per week)	\$00
*Monthly Drop off (Monthly special events ex. Paper shred/mattresses)	\$15,000.00
*Park Recycling (funding to service recycling in parks)	\$6000.00
*Community recycling grant option: Pass for 2013	\$00
*Enhancement Grant (Additional efforts, organics, marketing)	<u>\$23,601.00</u>
	*\$172,606.00

Description of the efforts proposed for the Recycling Enhancement Grant:

Aggressive promotion campaign of upcoming change, mailings, banner, web and newspaper.

Addition of organics food waste program to the drop off site.

2014 Budget Plan

Total operating budget:	\$ 111,188.12
Total Office Staff:	<u>\$ 91,200.00</u>
	\$202,318.12

Grant Income:	\$202,606.00*
Revenue:	<u>\$20,000</u> (average) 2012 \$35,000.00
	\$222,606.00 (Total)

Grant funding request breakdown

*Regular SCORE allocation (base SCORE allocation)	\$128,005.00
*Full Service Drop off (staffed 5 days per week)	\$30,000.00
*Monthly Drop off (Monthly special events ex. Paper shred/mattresses)	\$15,000.00
*Park Recycling (funding to service recycling in parks)	\$6000.00
*Community recycling grant option: Pass for 2014(add 2015)	\$00
*Enhancement Grant (Additional efforts, organics, marketing)	<u>\$23,601.00</u>
	*\$202,606.00

Description of the efforts proposed for the Recycling Enhancement Grant:

Continue promotion campaign of expanded hour change, mailings, banner, web and newspaper.
Addition of organics food waste program to the drop off site.

Option 2: Continue with the current program AS IS Grant operating amount \$128,005.00 (no change)



City Council Regular

9.

Meeting Date: 03/05/2013

Subject: Sustainability Commission Appointment

Submitted For: Colleen Sinclair, Recycling Coordinator

From: Cathy Sorensen, City Clerk

INTRODUCTION

The Sustainability Commission recommends the appointment of one new member to the Commission.

DISCUSSION

Our past member Gabe Routh's term had expired December 2012, and he declined the offer to continue which left the Sustainability Commission with a vacancy. Ed Dedman submitted an application for the Sustainability Commission. After discussion with the applicant, the Sustainability Commission recommended Mr. Dedman's appointment to the Commission with a term expiring December 31, 2015.

RECOMMENDATION

Staff recommends Council adopt Resolution 13-43 appointing Ed Dedman to the Sustainability Commission with a term expiring December 31, 2015.

Attachments

Application

Resolution



CITY OF COON RAPIDS

ADVISORY COMMISSION APPLICATION FORM

OC: C/leen
Marc
1/10
Cheryl

(Please type or use black ink)

DATE: October 29, 2012

NAME: Ed Dedman

ADDRESS: _____ ZIP: _____

TELEPHONE: Home: _____ Work: same Cell _____

EMAIL ADDRESS: _____

PLEASE RANK IN ORDER THE COMMISSIONS ON WHICH YOU WISH TO SERVE (*leave blank any Commissions on which you do not wish to serve*):

_____ Arts	<u>5</u> Housing/Community Development
_____ Board of Adjustment and Appeals	_____ Mortgage Assistance Foundation
<u>4</u> Capital Improvement	<u>3</u> Parks and Recreation
_____ Charter	<u>2</u> Planning
_____ Civil Service (Police & Fire)	_____ Safety
_____ Historical	<u>1</u> Sustainable Community (Green)

- A) WORK EXPERIENCE: 34 years in the Graphic Arts industry, in a variety of roles as a vendor of printing equipment and consumables. I have worked in production, sales, marketing and R&D/Product Development
- B) CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES: I serve as President of my congregation in Brooklyn Center, and have served as an officer and/or lay leader of several other churches over the years. I am active as a volunteer in many organizations
- C) WHY DO YOU WANT TO BE ON AN ADVISORY COMMISSION:
I have lived in Coon Rapids for almost 19 years (moved here from Louisville, KY), have raised 4 sons, now have 4 grandkids, and I feel it's time that I give something back to my community

D) WHAT SKILLS, STRENGTHS OR ABILITIES DO YOU BELIEVE YOU WILL ADD TO THE COMMISSION?

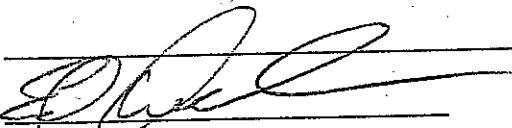
Team leadership, long range planning, creative thought, communication skills
responsibility, integrity

E) ADDITIONAL COMMENTS: The rankings I placed on each selected commission
above are my best choices; however, I am willing to serve on any commission where
I am needed - fit me into what works best for the city

REFERENCES (Optional)

Name	Address	Phone
------	---------	-------

as above


Signature

10/29/12
Date

Please return to:

City Manager's Office
City of Coon Rapids
11155 Robinson Drive
Coon Rapids MN 55433-3761
Telephone: 763-767-6493

The information provided by you on this application will be used to determine your suitability for appointment to an advisory commission. Participation as an advisory commission member is strictly voluntary and you are not required by law to provide this information, however, should you not furnish this information the City may have difficulty determining your suitability for appointment, contacting you regarding your information, and if selected, with your duties on the advisory commission. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff, or as provided for by Minnesota statutes.

RESOLUTION NO. 13-43

**A RESOLUTION ACCEPTING A RESIGNATION FROM THE
SUSTAINABILITY COMMISSION AND APPOINTING A REPLACEMENT**

WHEREAS, Gabe Routh has submitted his resignation from the Sustainability Commission thereby creating a vacancy; and

WHEREAS, the Sustainability Commission recommends the appointment of Ed Dedman to Sustainability Commission to fill this vacancy with a term to expire December 31, 2015.

NOW, THEREFORE BE IT RESOLVED by the City Council for the City of Coon Rapids, Minnesota that the resignation of Gabe Routh from the Sustainability Commission be effective immediately thereby creating a vacancy with a term to expire December 31, 2015.

BE IT FURTHER RESOLVED that Ed Dedman be appointed to the Sustainability Commission to fill this vacancy with a term to expire December 31, 2015.

Adopted this 5th day of March, 2013, by the Coon Rapids City Council.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

10.

Meeting Date: 03/05/2013

Subject: Temporary On-Sale Intoxicating Liquor License to Conduct Wine Tasting for Faith Lutheran Church of Coon Rapids

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

George Dahlman, on behalf of Faith Lutheran Church of Coon Rapids, 11115 Hanson Blvd, has applied for a temporary on-sale intoxicating liquor license to conduct wine tasting on Saturday, April 20th, 2013, from 6:00 - 8:30 PM.

DISCUSSION

The appropriate fees have been paid, the police department is conducting a background investigation, and the Certificate of Insurance for liquor liability is on file. The on-sale intoxicating liquor license to conduct wine tasting will be valid from 6:00 - 8:30 PM on Saturday, April 20th, 2013.

RECOMMENDATION

Council approval of a temporary on-sale intoxicating liquor license to conduct wine tasting for Faith Lutheran Church of Coon Rapids, 11115 Hanson Blvd, from 6:00 - 8:30 PM contingent upon a successful background investigation.



City Council Regular

11.

Meeting Date: 03/05/2013

Subject: Open Mic Report, Brooke Alstrup, 11751 Foley Blvd, traffic safety and parking on Foley

From: Brad Wise, Police Chief

INTRODUCTION

Ms. Brooke Alstrup appeared at Open Mic at the February 19, 2013, Council meeting regarding concerns she had related to traffic and parking issues in the area of the 11700 block of Foley Boulevard. The Police Department received her concerns and is working to address them.

DISCUSSION

Ms. Alstrup mentioned several specific issues related to traffic safety and enforcement in regards to motorists traveling on Foley Blvd. in the 11700 block. Her immediate concern was for speeding vehicles and for vehicles passing on the shoulder. She also noticed a general disregard for pedestrians present in the crosswalk at the walking trailhead in that area.

When the police department receives a specific traffic complaint, an officer of the traffic unit will investigate the concern and conduct targeted enforcement in an effort to change driving behavior. In this case, officers have been directed to make an increased presence, and to cite when appropriate.

As for the safety of pedestrians in crosswalks, the police department is aware that some motorists display a general disregard for pedestrians crossing roadways. Minnesota Statute (MSS 169.21) requires motorists to yield the right-of way to a pedestrian crossing a roadway within a marked crosswalk or at an intersection. Failure to do so is a Misdemeanor. With the approach of spring, the department will work on educating the public using newsletters and any other interested media outlet. The department also plans on conducting targeted enforcement using trained officer pedestrians.

Ms. Alstrup's final concern is of the lack of on street parking on Foley. Foley Blvd is posted as a No Parking zone on both sides of the street in her area. This issue has been forwarded to the City Engineering Department to research the history for the placement of the signs as they relate to State law and/or prior County administrative actions. An answer will subsequently be forwarded to Ms. Alstrup.

This information has been forwarded to Ms. Alstrup in a letter.

RECOMMENDATION

This memo is provided for Council information only.

cc: Brooke Alstrup



City Council Regular

12.

Meeting Date: 03/05/2013

Subject: Proposed Residential Street Reconstruction - Project 13-8

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The City Engineering Division is recommending the reconstruction of 4.2 miles of residential streets in an area generally lying east of Crooked Lake Boulevard and north of Coon Rapids Boulevard. Staff has prepared a feasibility report for the proposed project. Council is requested to accept the feasibility report and to order a public improvement hearing and an assessment hearing for the project, with both hearings to be held on April 2, 2013.

DISCUSSION

Council ordered preparation of a feasibility report for the proposed project on February 5, 2013. Streets included in the scope of the report are as follows:

1. South Heights Drive from Crooked Lake Boulevard to its terminus east of Wren Street.
2. 113th Avenue from Crooked Lake Boulevard to its terminus east of Bittersweet Street.
3. 112th Lane from Crooked Lake Boulevard to its east terminus.
4. 112th Avenue between Crooked Lake Boulevard and Yukon Street.
5. 111th Avenue between Bittersweet Street and Zion Street.
6. 110th Lane west of Zion Street.
7. 110th Avenue from Yukon Street to its terminus east of Wren Street.
8. Coon Rapids Boulevard Service Drive west of Bittersweet Street.
9. Crocus Street between 112th Avenue and 113th Avenue.
10. Bittersweet Street between Coon Rapids Boulevard and South Heights Drive.
11. Arrowhead Street between 111th Avenue and South Heights Drive.
12. Zion Street between Yukon Street and South Heights Drive.
13. Yukon Street from 109th Avenue to its terminus east of South Heights Drive.
14. Xavis Street between 110th Avenue and Yukon Street.
15. Wren Street between 110th Avenue and South Heights Drive.

Proposed improvements include removal and replacement of existing bituminous pavement and gravel base, removal and replacement of damaged curb and gutter, installation of ADA compliant pedestrian curb ramps as needed, and repair or replacement of storm sewer, sanitary sewer and watermain facilities as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed assessment rate is \$1,620 for single-family residential property, \$20.24 per front foot for multi-family residential property, and \$40.48 per front foot for commercial property. There are 372 single-family residential, a 48-unit townhouse complex, 3 commercial, and 2 City (Delta Park and Hoover Park) properties in the project area.

The legal descriptions for the area of benefit are:

- Lots 1-18 of Block 1, Lots 1-15 and Lot 27 of Block 2, Lots 1-15, Lots 18-22 and Lot 27 of Block 4, Lots 1-26 of Block 5, Lots 1-45 of Block 6, Lots 1-11 of Block 7, Lots 1-9 of Block 8, Lots 1-18 of Block 9, Lots 1-13 of Block 10, Lots 2-5 of Block 11, and Lots 1-13 of Block 12, Thompson Heights 1st Addition
- Lots 1-19 of Block 1, Lots 1-15 of Block 2, Lots 1-20 of Block 3, Lots 1-7 of Block 4, Lots 1-11 of Block 5, Lots 1-28 of Block 6, Lots 1-16 of Block 7, Lots 1-32 of Block 8, Lots 1-9 of Block 9, Lots 1-3 of Block 10, Lots 1-8 of Block 11, and Lots 1-11 of Block 12, Thompson Heights 2nd Addition
- Lots 4-5 of Block 2, Lindell Addition
- PIN 15-31-24-33-0001
- PIN 16-31-24-41-0090
- PIN 16-31-24-43-0071

Approximately 420 properties were notified of the pending project in December 2012. A neighborhood meeting will be held on March 7, 2013 at 6:30 p.m. in the Civic Center.

The total estimated project cost is \$2,101,600. The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint and is cost-effective.

RECOMMENDATION

It is recommended that Council adopt the following resolutions:

- Resolution No. 13-8(4) accepting the feasibility report and ordering a public hearing to be held on April 2, 2013.
- Resolution No. 13-8(10) declaring cost to be assessed and ordering preparation of a proposed assessment roll.
- Resolution No. 13-8(11) setting the assessment hearing date for April 2, 2013.

Fiscal Impact

BUDGET IMPACT:

Total estimated cost of the proposed improvement is \$2,101,600, with a total amount assessed of \$633,837. The balance of the project cost would be recovered from various funds:

- \$955,763 from the Street Reconstruction Fund (797) resulting in an annual tax levy of approximately \$250,000 to repay bonds over a 5-year period beginning in 2014.
- \$87,600 from the Storm Water Drainage Fund (640) recovered through storm drainage charges.
- \$424,400 from the Water Fund (601) recovered with charges for water used.

Attachments

13-8 Area Map

13-8 Feasibility Report

Resolution No. 13-8(4)

Resolution No. 13-8(10)

Resolution No. 13-8(11)

Feasibility Report

PROJECT 13-8

Street Reconstruction

Area East of Crooked Lake Boulevard
and North of Coon Rapids Boulevard

March 5, 2013

*I hereby certify that this report was prepared
by me or under my direct supervision and that
I am a duly Licensed Professional Engineer
under the laws of the State of Minnesota.*


Robert Moberg, PE, City Engineer

License No. 23334

Date: 3/5/13



Prepared By:
CITY OF COON RAPIDS
ENGINEERING
DIVISION

PROJECT HISTORY

In the fall of 2012, City staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 33 miles of City streets in poor condition. Subsequently, at the recommendation of City staff, Council ordered preparation of a feasibility report on February 5, 2013. This feasibility report is for reconstruction of residential streets in an area lying east of Crooked Lake Boulevard and north of Coon Rapids Boulevard. This project area would include reconstruction of 4.2 miles of residential streets.

In 1994, the City began a street reconstruction program to replace aging street infrastructure. Since that time, more than 76 miles of the City's 220 mile street system have been reconstructed. In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements.

PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS

Streets included in the scope of this report are as follows:

1. South Heights Drive from Crooked Lake Boulevard to its terminus east of Wren Street.
2. 113th Avenue from Crooked Lake Boulevard to its terminus east of Bittersweet Street.
3. 112th Lane from Crooked Lake Boulevard to its east terminus.
4. 112th Avenue between Crooked Lake Boulevard and Yukon Street.
5. 111th Avenue between Bittersweet Street and Zion Street.
6. 110th Lane west of Zion Street.
7. 110th Avenue from Yukon Street to its terminus east of Wren Street.
8. Coon Rapids Boulevard Service Drive west of Bittersweet Street.
9. Crocus Street between 112th Avenue and 113th Avenue.
10. Bittersweet Street between Coon Rapids Boulevard and South Heights Drive.
11. Arrowhead Street between 111th Avenue and South Heights Drive.
12. Zion Street between Yukon Street and South Heights Drive.
13. Yukon Street from 109th Avenue to its terminus east of South Heights Drive.
14. Xavis Street between 110th Avenue and Yukon Street.
15. Wren Street between 110th Avenue and South Heights Drive.

The project area is comprised almost entirely of single-family residential development, except for one multi-family residential development on 110th Lane, one commercial property on Bittersweet Street, two commercial properties on the Coon Rapids Boulevard Service Drive west of Bittersweet Street and two City parks (Delta and Hoover).

Residential streets in the area proposed for reconstruction were originally constructed in 1968, except for the Coon Rapids Boulevard Service Drive which was constructed in 1973. Because of their age, these streets have experienced excessive fatigue cracking and are to the point where routine maintenance (crack sealing and seal coating) is no longer cost-effective. There are also numerous areas where the existing concrete curb and gutter has cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage.

Storm sewer was installed in 1959 and it is minimal in some parts of the project area. Sanitary sewer was installed in 1967 and the mains were lined in 2012. Watermain was installed in 1959 and there have been a number of repairs made to the system in the last several years. Some fire hydrants are considered to be obsolete and will be replaced. In addition, there are a number of watermain valves in need of some corrective action.

PROPOSED IMPROVEMENTS

Streets in the project area are proposed to be reconstructed by reclaiming the existing bituminous pavement and gravel base, recompacting reclaimed material, disposing of excess reclaimed material, and resurfacing the streets with new bituminous pavement. There may be areas where subgrade corrections are needed, due to the presence of soft or unsuitable soils. In addition, removal and replacement of existing concrete curb and gutter, sidewalk and driveway aprons in poor condition (cracked, broken, settled) or that does not drain properly, is proposed. Pedestrian ramps will be installed at curb returns with existing sidewalk (as needed) to comply with American with Disabilities Act (ADA) requirements.

Sanitary sewer manholes, storm sewer manholes and catch basins will be repaired, replaced or adjusted as needed before the street is repaved. Extension of storm sewer pipe will be considered during project design and construction, as existing conditions allow.

Obsolete fire hydrants will be replaced with new hydrants. Watermain valves and valve boxes will be repaired, replaced, or adjusted as needed prior to final paving.

Boulevard trees were trimmed this winter to clear the streets of low hanging branches. All street name signs and other street signs will be replaced with new signs and posts. All new street name signs will have larger lettering consistent with the current City logo.

MAINTENANCE IMPACT

The streets proposed for reconstruction have deteriorated extensively and would require increased maintenance if they are not repaved soon. Seal coating is no longer effective for the streets, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain street surfaces that are as badly cracked as exists on these streets.

Once the streets are repaved, crack sealing and seal coating should be performed in 6 to 10 years to preserve the new bituminous pavement. With periodic maintenance, the street surfacing should not require replacement for at least 30 years.

New watermain valve boxes, new storm water inlet castings and structures, and new adjusting rings on sanitary sewer manholes will be installed as needed with the project, preserving the existing utility infrastructure and reducing the need for future maintenance.

ESTIMATED COST/FINANCING

The total estimated cost of the street reconstruction project is \$2,101,600.

The City Public Works Department has requested that obsolete fire hydrants be replaced with new fire hydrants as a part of every street reconstruction project and that watermain valves be repaired or replaced as needed. The estimated cost to replace fire hydrants and to repair or replace watermain valves is \$424,400. Tree trimming costs are approximately \$8,000 and will be paid from Street Reconstruction funds. Storm sewer repair costs are estimated to be \$87,600.

The City would finance the project and assess a portion of the cost to the adjacent benefiting properties. The City's policy goal is to assess approximately 50% of street reconstruction costs to benefiting properties. The City would initially pay for the cost of the project from a combination of Street Reconstruction (797), Storm Water Utility (640), and Water System Maintenance (601) funds. Project funding is summarized below:

Street Reconstruction Fund	\$955,763
Storm Water Utility Fund	\$87,600
Water System Maintenance Fund	\$424,400
Proposed Amount to be Assessed	<u>\$633,837</u>
 Total Estimated Project Cost	 \$2,101,600

The City share of approximately \$955,800 that is for street work would result in an annual tax levy of approximately \$250,000 if bonds are sold and paid for over a 5-year period beginning in 2014. The assessed share of the total project cost is approximately 30% for this project, due to the number and orientation of properties that can be assessed within the project limits, as well as the amount of non-assessable watermain work anticipated.

PROJECT TIMETABLE

March 5, 2013	--Council accepts feasibility report, orders a public hearing, and sets an assessment hearing date
March 7, 2013	--Staff conducts neighborhood meeting for residents
April 2, 2013	--Council holds the public hearing and assessment hearing and orders the project. Council approves plans and specs and orders ad for bids.
May 7, 2013	--Council adopts the assessments and awards contract for construction
May – Sept. 2013	--Project Construction

Note— Assessments are proposed to be adopted by Council on May 7th rather than on April 2nd when the assessment hearing is held. This allows a construction contract to be awarded, signifying the Council’s intent to proceed with project construction and to incur costs for the project prior to assessments being levied. Upon adoption of the assessments, residents would have 30 days to pay off the assessment without incurring interest charges.

PROPOSED ASSESSMENTS

In 1997, assessment rates were established as part of the City’s policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2013 have been increased by 2.8% from the 2012 rates, reflecting an increase in the CCI.

The rates to be used for 2013 are as follows--

Single-family lot	\$1,620 per lot (CCI factor results in increase of \$45 from 2012)
Residential (higher density including duplex units)	\$20.24 per front-foot or average width
Office and Commercial	\$40.48 per front foot or average width (double residential rate per policy)

Assessments would be spread over a 10-year period with an interest rate of 2.7% and the first installment would be due in 2014. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments and would incur no interest charges. Payments made after the 30-day period would also require payment of any interest charges accrued up to the time payment is made. If the assessment were paid as part of the property tax statement, the annual cost for a single-family home would be approximately \$200 per year for the 10-year period.

A copy of the proposed assessment roll is available in the City Engineer’s office, as well as in the City Clerk’s office.

PROJECT FEASIBILITY

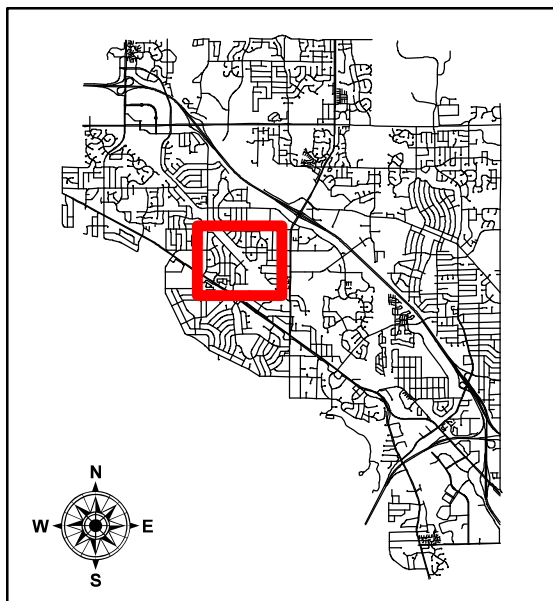
The proposed project is necessary for the City to keep the streets in the project area in a safe and drivable condition. The project is cost effective and is technically feasible to construct. An independent appraiser was retained in 2008 to review the “benefit” to the properties for work similar to what is proposed with this project. The appraiser’s report indicated that the “benefit” to the properties is in the range of \$2,000 to \$5,000. The proposed rate of \$1,620 does not exceed this “benefit” amount. Therefore, the project is also economically feasible.

CONCLUSIONS AND RECOMMENDATION

As part of its 2013 Street Reconstruction Program, the City is proposing to reconstruct 4.2 miles of residential streets with this project. A majority of the project cost would be paid by the City and a portion of the project cost would be recovered through assessments to benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 1997. Property owners were notified of the project and of the proposed assessment rates by letter in December 2012. An informational meeting will be held on March 7, 2013 and staff will hear concerns, listen to suggestions, and answer questions, etc. that residents may have regarding the project. Council will be requested to schedule both the public hearing and assessment hearing for April 2, 2013.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report.

114



Area of Benefit



COON
RAPIDS
Minnesota

RESOLUTION NO. 13-8(4)

**(4) RESOLUTION ACCEPTING FEASIBILITY REPORT
AND ORDERING PUBLIC HEARING ON IMPROVEMENT**

WHEREAS, pursuant to resolution of the Council adopted on the 5th day of February, 2013, a report has been prepared by the City Engineering Division with reference to the improvement of residential streets in the area east of Crooked Lake Boulevard and north of Coon Rapids Boulevard by street reconstruction, and this report was received by the Council on the 5th day of March, 2013,

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$2,101,600.
2. A public hearing shall be held on such proposed improvement on the 2nd day of April, 2013 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 13-8(10)

**(10) RESOLUTION DECLARING COST TO BE ASSESSED
AND ORDERING PREPARATION OF
PROPOSED ASSESSMENT ROLL**

WHEREAS, a contract is proposed to be let for the improvement of residential streets in the area east of Crooked Lake Boulevard and north of Coon Rapids Boulevard by street reconstruction and the contract price for such improvement is estimated to be \$1,910,500 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$191,100, so that the total cost of the improvement is estimated to be \$2,101,600 and of this cost the City will pay \$1,467,800 as its share of the cost; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

1. The cost of such improvement to be specially assessed is hereby declared to be \$633,836.92.
2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 13-8(11)

**(11) RESOLUTION FOR HEARING ON
PROPOSED ASSESSMENT ROLL**

WHEREAS, per a Resolution passed by the Council on the 5th day of February, 2013, the City Clerk was directed to prepare a proposed assessment of the cost of improving residential streets in the area east of Crooked Lake Boulevard and north of Coon Rapids Boulevard by street reconstruction; and

WHEREAS, the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS,
MINNESOTA:**

1. A hearing shall be held on the 2nd day of April, 2013, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

Adopted this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

13.

Meeting Date: 03/05/2013

Subject: Coon Rapids Boulevard Median Closure

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The City has been asked by Anoka County to approve plans for a median closure on Coon Rapids Boulevard between Egret Boulevard and 100th Lane.

DISCUSSION

Anoka County is proposing to close an existing median opening in Coon Rapids Boulevard between Egret Boulevard and 100th Lane (Project 002-601-045). Closure of the median opening will result in a limited access (right-in, right-out) condition at 100th Lane, improving safety in the Coon Rapids Boulevard corridor. The County has prepared construction plans for the project and has requested City approval of the plans.

If plans are approved, the County anticipates construction would take place this summer.

Anoka County conducted a neighborhood open house for this project on January 16, 2013 at City Hall.

RECOMMENDATION

It is recommended that Council adopt Resolution No. 13-40 approving plans and authorizing the City Engineer to sign the plans for construction on Coon Rapids Boulevard between Egret Boulevard and 100th Lane.

Fiscal Impact

BUDGET IMPACT:

There is no budget impact for this project as Anoka County is responsible for all project costs.

Attachments

Median Closure Map

Resolution

MINNESOTA DEPARTMENT OF TRANSPORTATION

ANOKA COUNTY

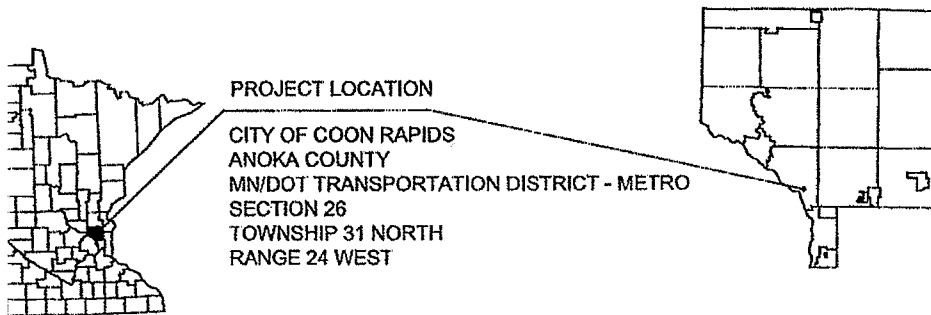
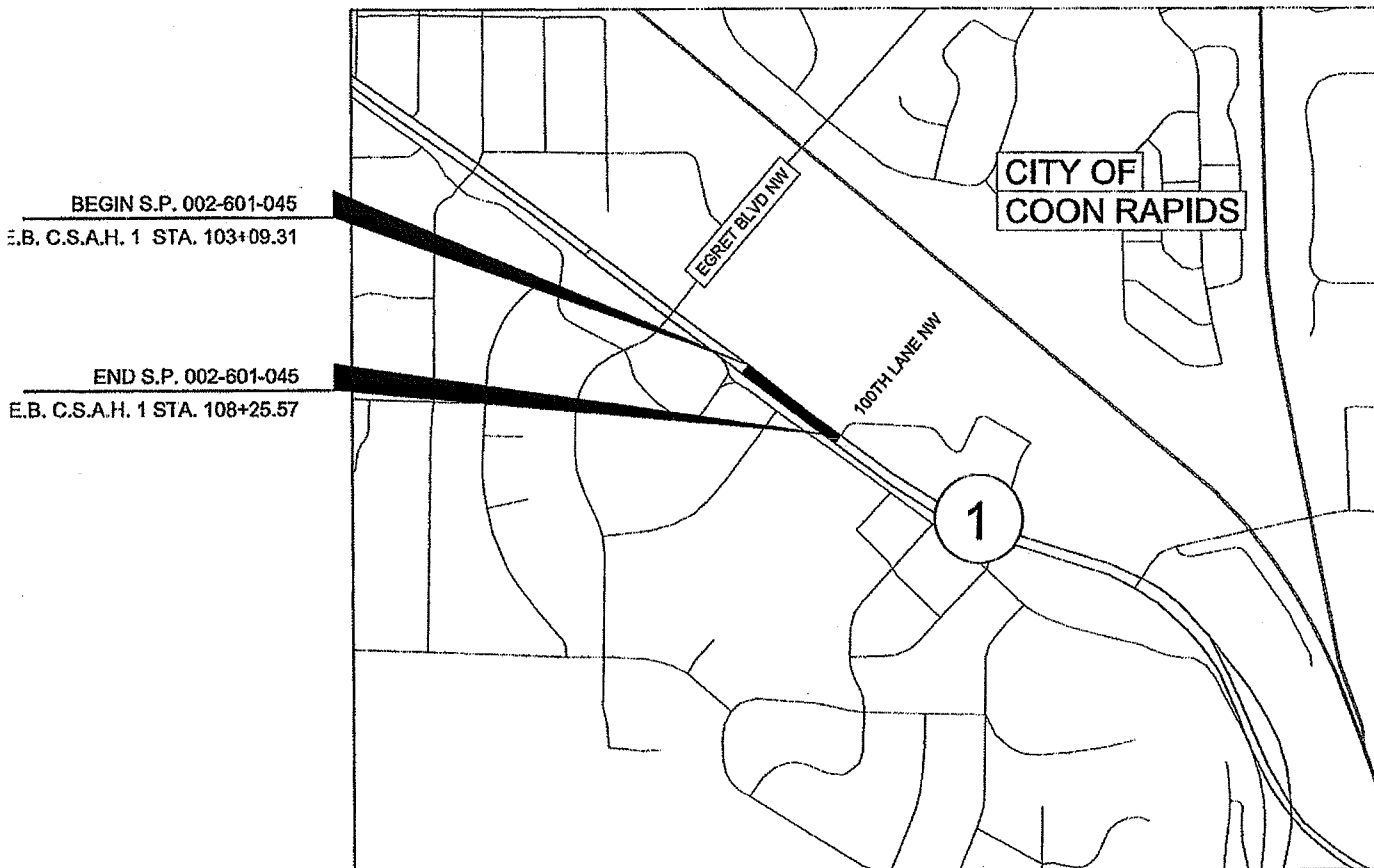
CONSTRUCTION PLAN FOR CURB & GUTTER, MEDIAN


LOCATED ON C.S.A.H. 1 BETWEEN EGRET BLVD AND 100TH LANE NW

STATE PROJ. NO. 002-601-045

C.S.A.H. 1

GROSS LENGTH	<u>516.30</u>	FEET	<u>0.098</u>	MILES
BRIDGES-LENGTH	<u>0.00</u>	FEET	<u>0.000</u>	MILES
EXCEPTIONS-LENGTH	<u>0.00</u>	FEET	<u>0.000</u>	MILES
NET LENGTH	<u>516.30</u>	FEET	<u>0.098</u>	MILES



REVISION 01/29/2013 1:34:36 PM	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. PRINT NAME: <u>CURTIS A. KOBIARCSIK</u> SIGNATURE: <u><i>Curtis A. Kobiarsik</i></u> DATE: <u>1-29-13</u> LICENSE NO. <u>24756</u>	DRAWN BY <u>DFF</u> DATE <u>11-26-12</u> DESIGN BY <u>DFF</u> DATE <u>11-28-12</u> CHECKED BY <u>CAK</u> DATE <u>01-29-13</u>	 ANOKA COUNTY HIGHWAY DEPT.
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RESOLUTION NO. 13-40

**A RESOLUTION APPROVING ANOKA COUNTY PLANS FOR
CLOSURE OF MEDIAN OPENING ON COON RAPIDS BOULEVARD NW
BETWEEN EGRET BOULEVARD NW AND 100TH LANE NW**

WHEREAS, Anoka County has prepared construction plans for improvements on Coon Rapids Boulevard NW; and

WHEREAS, the construction plan includes the closure of the median on Coon Rapids Boulevard NW between Egret Boulevard NW and 100th Lane NW; and

WHEREAS, the closure of the median will improve safety in the Coon Rapids Boulevard corridor; and

WHEREAS, the Anoka County is requesting approval of the construction plans; and

WHEREAS, the Council finds that closing the median on Coon Rapids Boulevard NW between Egret Boulevard NW and 100th Lane NW is in the best interest of the citizens of Coon Rapids.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coon Rapids, Minnesota that the construction plans for closure of the median opening on Coon Rapids Boulevard NW between Egret Boulevard and 100th Lane NW are approved and the City Engineer is authorized to sign the construction documents.

Adopted this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

14.

Meeting Date: 03/05/2013

Subject: Approve Plans and Specs and Order Advertisement for Bids - Project 13-16 - Bituminous Street Patching Repairs (Large Areas)

Submitted For: Dave Full, Project Manager

From: Cher Ridout, Admin Secretary II

INTRODUCTION

Each year the City contracts for street repairs throughout the City, primarily in the seal coat areas and watermain break areas. The City Engineering Division prepared plans and specifications for bituminous street patching and is requesting Council approval of the plans and specifications and ordering advertisement for bids at this time.

DISCUSSION

There are various types of repair work needed throughout the City each year consisting of concrete repair, bituminous street surfacing repair and turf restoration. The City will be soliciting quotes for the smaller contracts including concrete repair and turf restoration work and advertising for bids for the large bituminous patching project.

This large bituminous patching project is scheduled to be advertised in March with a bid opening on April 2, 2013. Bid results and a recommendation for contract award will be presented to Council at their April 16, 2013 meeting. If the contract is awarded, work is expected to begin in early May, depending on the contractor's schedule.

RECOMMENDATION

It is recommended Council adopt Resolution No. 13-16(8) approving plans and specifications and ordering advertisement for bids for bituminous street patching repairs.

Fiscal Impact

BUDGET IMPACT:

Repair and restoration work identified to date is estimated to cost \$100,000. Funding for this work would come from various budget activities. Patching for watermain break repairs would be paid from the Water Utility Fund, patching for storm drain repairs would come from the Storm Water Utility Fund, and patching in seal coat areas would come from the Street Reconstruction Fund.

Attachments

Resolution No. 13-16(8)

RESOLUTION NO. 13-16(8)

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, the City Engineering Division has prepared plans and specifications for the improvement of the City's street system by bituminous patching of areas larger than 20 square yards and has presented such plans and specifications to the Council for approval; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the City of Coon Rapids until 10:00 a.m. on the 2nd day of April, 2013, at which time they will be publicly opened in the City Hall by the Engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 16th day of April, 2013, in the Council Chambers, and that no bids will be considered unless sealed and filed with the City and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

15.

Meeting Date: 03/05/2013

Subject: Project 12-16, Main Street Trail at Coon Creek, Approve Plans and Specifications and Order Advertisement for Bids

Submitted For: Bob Moberg, City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The City Engineering Division is recommending construction of a bituminous trail and related pedestrian bridge over Coon Creek along Main Street east of Coon Creek Boulevard.

DISCUSSION

In 2012, the City received a \$72,000 grant from the Minnesota Department of Natural Resources (DNR) and entered into an agreement with that agency to construct a trail segment along the south side of Main Street east of Coon Creek Boulevard (location map enclosed). In addition to trail construction, the project also includes installation of a pedestrian bridge over Coon Creek. Construction of this 1400 foot trail segment will close a gap in the City's trail system.

The DNR agreement requires a 50% local match to the grant amount. The local match will come from the Park Fund (794). Grant proceeds must be expended by June 30, 2013.

The City Engineering Division has prepared plans and specifications for the project. If the plans are approved, a bid opening would be scheduled for 10:00 a.m. on Friday, March 22, 2013.

RECOMMENDATION

It is recommended that Council adopt Resolution No. 12-16(8) approving plans and specifications and ordering advertisement for bids for trail construction on Main Street east of Coon Creek Boulevard.

Fiscal Impact

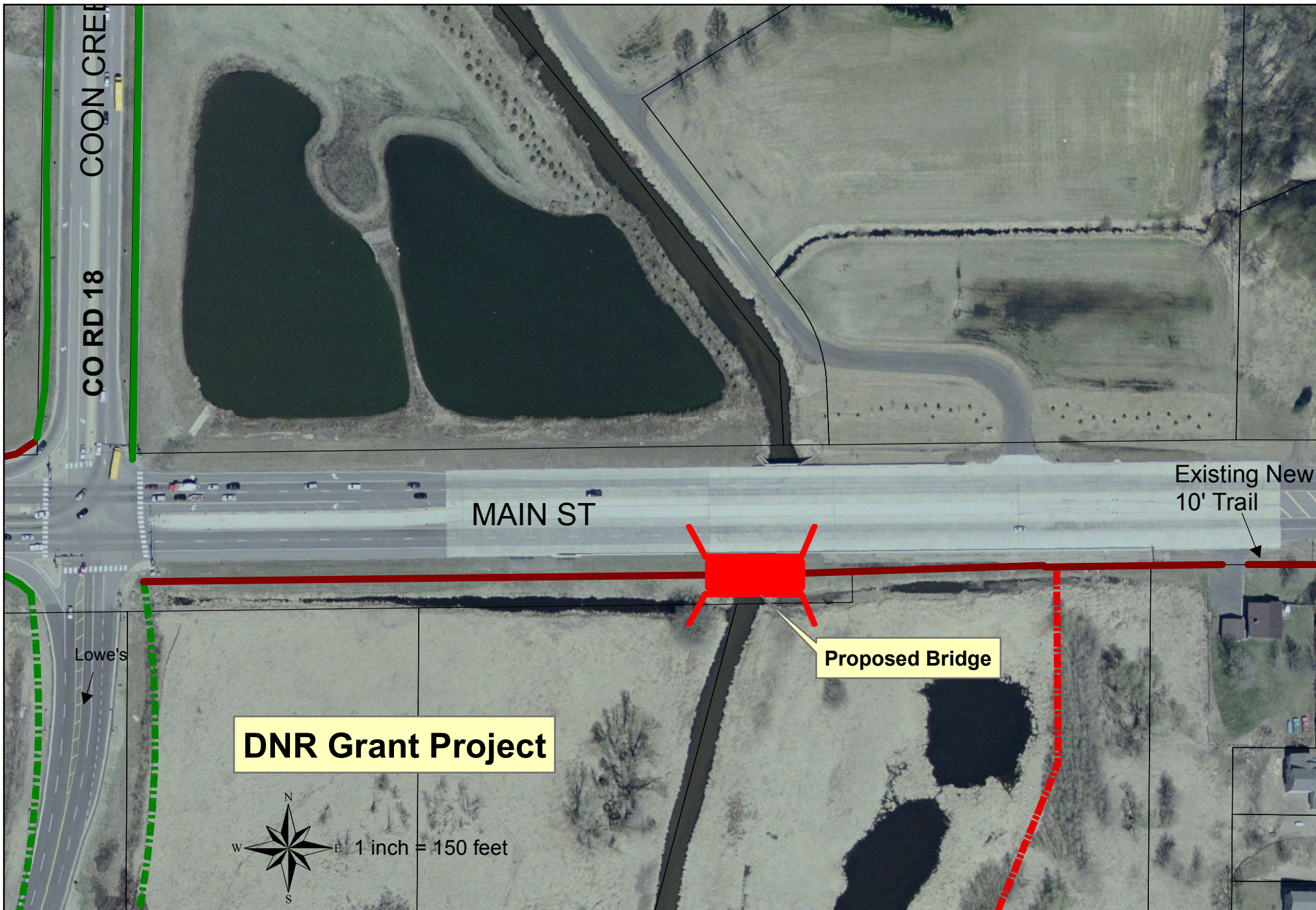
BUDGET IMPACT:

Total project cost is estimated to be \$155,000, with \$45,000 in funds already having been procured for fabrication and delivery of the pedestrian bridge. The DNR grant would cover \$72,000 of the project cost and the remainder would come from the Park Fund (794).

Attachments

Trail Location Map

Resolution No. 12-16(8)



RESOLUTION NO. 12-16(8)

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, the City Engineering Division has prepared plans and specifications for the improvement of the City's trail system by construction of a bituminous trail on the south side of Main Street, east of Coon Creek Boulevard, and has presented such plans and specifications to the Council for approval; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 10 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 a.m. on the 22nd day of March, 2013, at which time they will be publicly opened in the City Hall by the City Clerk and engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 2nd day of April, 2013, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

16.

Meeting Date: 03/05/2013

Subject: Project 12-23, Bunker Hills Practice Range/Learning Center, Approve Plans and Specifications and Order Advertisement for Bids

Submitted For: Tim Himmer, Public Works Director

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The project architects, Partners & Sirney and Herfort-Norby, have completed plans and specifications for the proposed improvements at the Bunker Hills Golf Course. The improvements include a new driving range and practice greens, and the addition of a short-game area and learning center building. Council is requested to approve the plans and specifications, and order advertisement for bids, for the site work portion of the project.

DISCUSSION

On January 7, 2013, Council accepted the preliminary plans and cost estimates for the project, authorized the project budget, and approved a lease agreement with golfTEC Minnesota for operation of the Golf Instruction Learning Center at Bunker Hills.

Herfort-Norby, Golf Course Architects, LLC, have completed the design for all the site work necessary to construct the overall practice facility (grading, trail work, landscaping, restoration, etc.). The learning center building is being designed by Partners & Sirney Architects, and this portion of the project will be construction managed by Amcon Construction. The final details of the learning center building are being finalized in discussions with golfTEC Minnesota. This portion of the project will be bid at a later date, and incorporated into the overall project schedule. The project has been divided in this way to minimize disruptions to the users of the golf course, efficiently manage construction costs (different trades), and to meet the tight timeline for completion associated with hosting the State High School Golf Tournament in early June.

City staff and consultants have prepared all the items necessary to bid this project and are requesting Council's approval to advance the bidding process. If approved, advertisement for bids would begin March 8th, with a bid opening scheduled for April 2nd. It is anticipated that bid results and a recommendation for contract award will be presented to Council at the April 16, 2013 meeting.

RECOMMENDATION

It is recommended that Council adopt Resolution No. 12-23(8); approving plans and specifications, and ordering advertisement for bids for the site work portion of the new practice facility at Bunker Hills Golf Course.

Fiscal Impact

BUDGET IMPACT:

Funding for this project will come from revenues provided by the lease with GolfTEC for the practice facilities and increased revenue from the expanded driving range/practice facility.

Attachments

Proposed Practice Facility

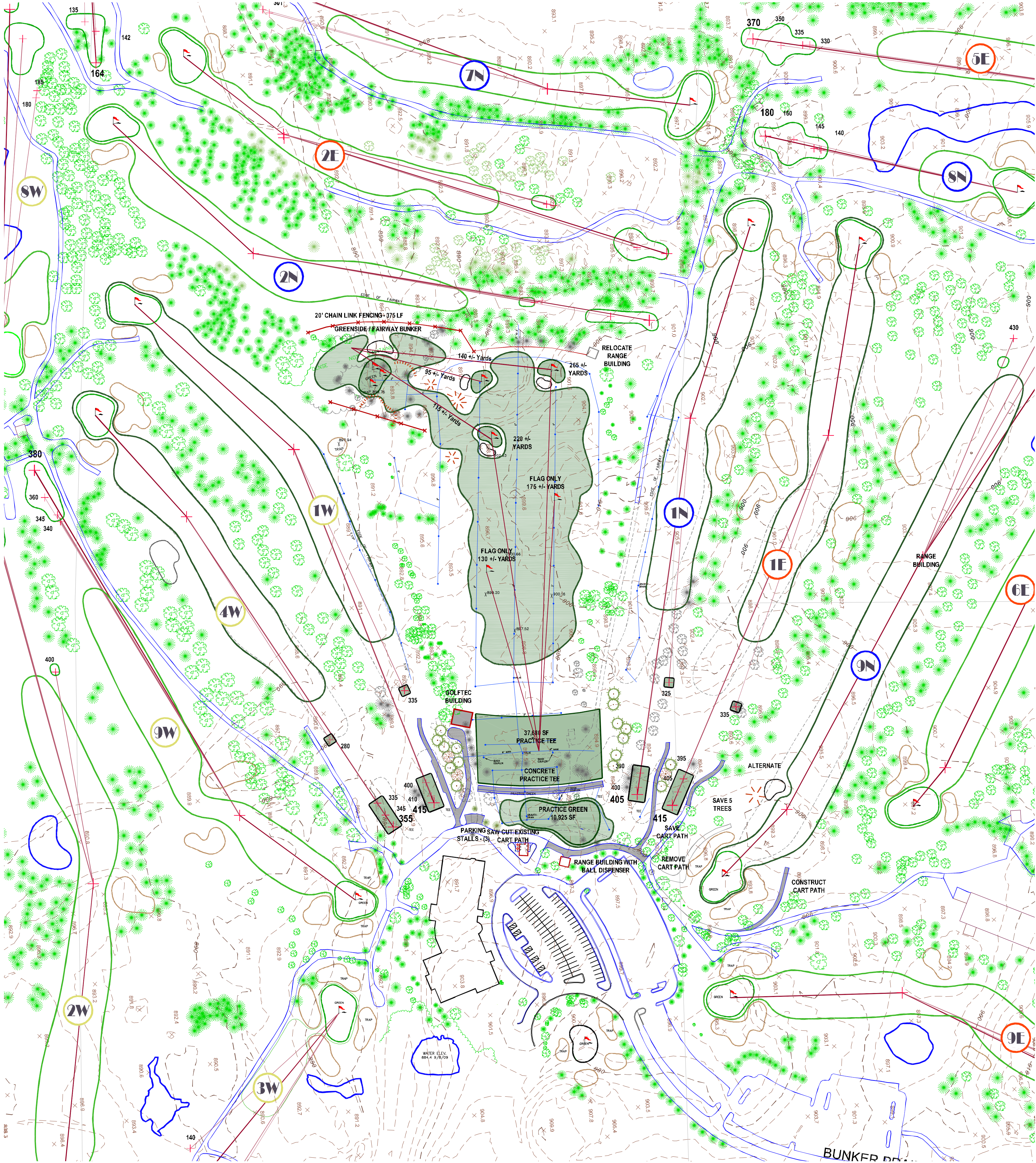
Resolution No. 12-23(8)



BUNKER HILLS

GOLF CLUB • Est. 1968
Coon Rapids, Minnesota

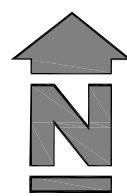
PRACTICE RANGE CONCEPT PLAN



© This plan and the concepts represented herein are the property of Herfort Norby Golf Course Architects. Use of this plan shall require prior written approval by Herfort Norby Golf Course Architects.

SCORECARD																		
WEST									EAST									
HOLE	PAR	BLACK	BLUE	WHITE	GOLD	RED	PAR	BLACK	BLUE	WHITE	GOLD	RED	PAR	BLACK	BLUE	WHITE	GOLD	RED
1	4	415	410	400	335	335	4	405	400	390	325	325	4	415	405	395	335	335
2	5	540	530	500	430	430	4	413	385	337	332	332	4	368	348	335	278	278
3	3	195	175	150	140	140	4	372	360	350	293	293	3	164	145	135	96	96
4	4	355	345	335	280	280	5	515	500	470	429	429	5	486	470	446	405	405
5	5	560	545	520	430	430	4	432	420	370	358	358	4	385	365	350	330	330
6	4	440	420	405	360	400	3	195	180	146	141	141	5	535	515	500	475	475
7	4	400	380	370	360	360	4	380	365	350	301	301	3	220	200	185	180	180
8	3	240	220	200	180	180	3	185	170	155	140	140	4	450	430	400	320	320
9	4	390	370	350	340	340	5	560	535	500	430	430	4	390	370	355	350	350
OUT	36	3,535	3,395	3,230	2,895	2,895	36	3,457	3,315	3,068	2,749	2,749	36	3,413	3,248	3,101	2,769	2,769

Golf Course Architect:
HERFORT NORBY
GOLF COURSE ARCHITECTS
100 East Second Street, Suite 200
Chaska, MN 55318
(952) 361-0644
email: golfnorby@earthlink.net; web: herfortnorby.com



November 20, 2012

Revisions:
11-27-12: Remove adj.'s to holes 2E & 2N, adjust tees.
12-10-12: Revise tee locations & cart path to save trees.
12-18-12: Reduce cart path, remove back tee & first 2 target greens.



RESOLUTION NO. 12-23(8)

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a Resolution passed by the Council on the 7th day of January, 2013, Herfort-Norby, Golf Course Architects, LLC, has prepared plans and specifications for the improvement of Bunker Hills Golf Course by construction of a practice facility and learning center and has presented such plans and specifications to the Council for approval; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 2:00 p.m. on the 2nd day of April, 2013, at which time they will be publicly opened in the City Hall by the City Clerk and engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 16th day of April, 2013, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

17.

Meeting Date: 03/05/2013

Subject: 2013 DNR Trail Grant Application - Project 13-21 - Wilderness Park Trail

Submitted For: Dave Full, Project Manager

From: Cher Ridout, Admin Secretary II

INTRODUCTION

Council is requested to direct City staff to apply for a grant from the Minnesota Department of Natural Resources for a trail through Wilderness Park from the Main Street pedestrian tunnel to 121st Avenue.

DISCUSSION

The City will apply for grant money from the Department of Natural Resources for the proposed trail through Wilderness Park. The trail would connect the Bunker Hills Regional Park trail north of the Main Street tunnel, south through Wilderness Park, to 121st Avenue near Fire Station #2. In 2012, the City constructed the tunnel under Main Street through a County reconstruction project to provide a safe crossing. The high speeds and volumes of traffic on Main Street create a dangerous area for pedestrians to cross. The proposed connection through Wilderness Park would continue a safe route for pedestrians to and from the Bunker Hills Regional Park.

On February 5, 2013, City Council authorized staff to apply for a grant application for the same trail project through the Safe Routes to School Grant. Staff is also applying for funds through the DNR Grant to secure successful funding for this project.

RECOMMENDATION

It is recommended that City Council authorize staff to apply for a Minnesota Department of Natural Resources grant to fund the Wilderness Park trail.

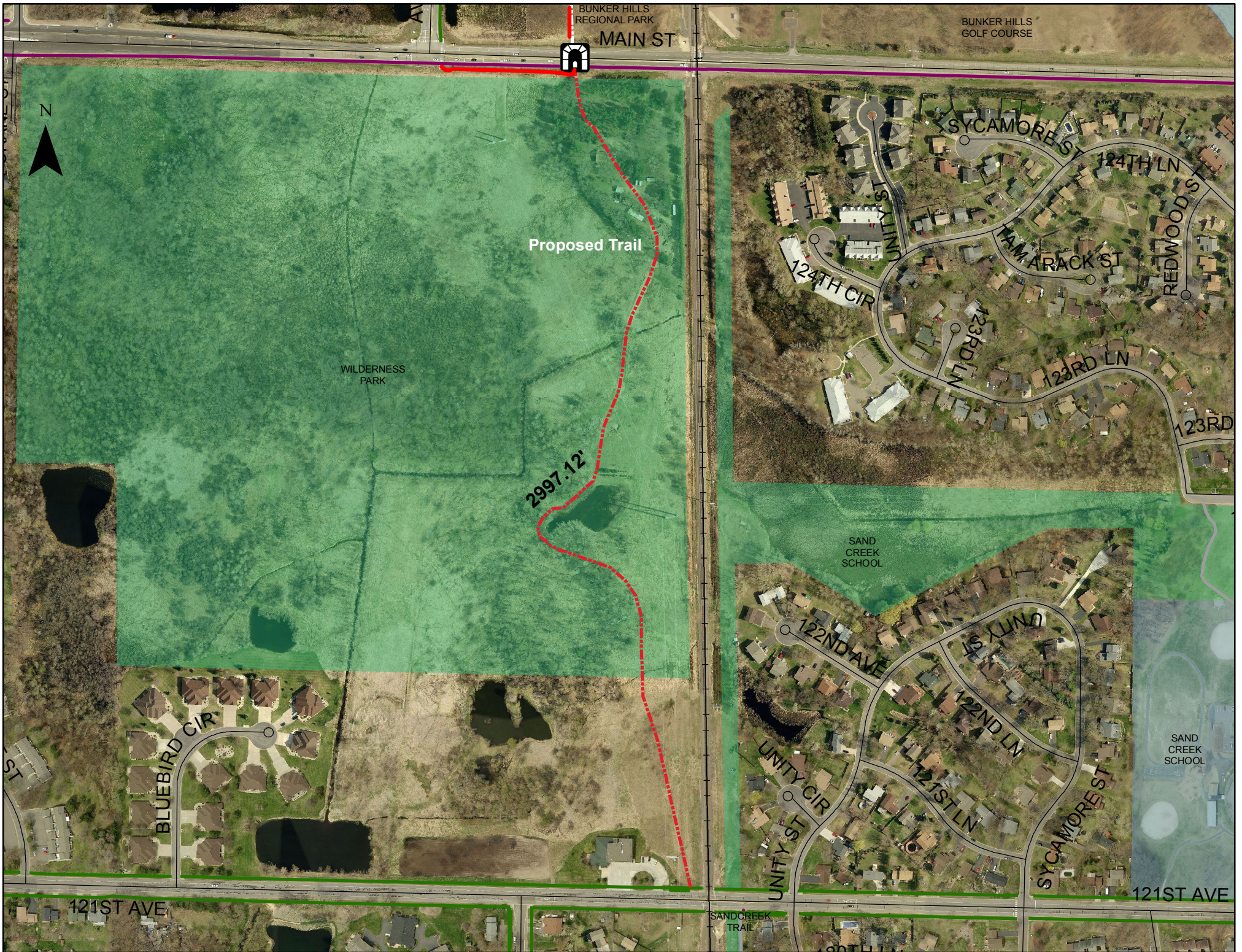
Fiscal Impact

BUDGET IMPACT:

The grant application will be submitted in 2013 and construction could take place in 2014. The preliminary cost estimate for the project is \$130,680. The actual cost to the City will be determined based on approved grant funding.

Attachments

Wilderness Trail Map





City Council Regular

18.

Meeting Date: 03/05/2013

Subject: 2013 DNR Trail Grant Application - Project 13-22 - Pedestrian Signal on Northdale Boulevard at Sand Creek Park

Submitted For: Dave Full, Project Manager

From: Cher Ridout, Admin Secretary II

INTRODUCTION

Council is requested to direct City staff to apply for a grant from the Minnesota Department of Natural Resources for a pedestrian signal on Northdale Boulevard at Sand Creek Park.

DISCUSSION

The City will apply for grant money from the Department of Natural Resources for a pedestrian signal crossing on Northdale Boulevard at Sand Creek Park. The crosswalk system will involve the placement of push-button activated crossing signals. When pedestrians push the button, the traffic light will turn on flashing yellow, then it will go to a steady yellow, and finally to a solid red to stop the traffic. Pedestrians will have their own signs which visibly countdown the available crosswalk time. The City will be able to identify the appropriate duration as the signal allows, between 5 and 60 seconds in 5 second increments. Once the time has elapsed, the traffic light will turn off completely. In addition to the traffic signal, crossing enhancements will include the painting of both a crosswalk and the word "Stop" on the traffic lanes. Two pedestrian crossing signs will be installed for each direction, one which will forewarn drivers of the upcoming trail crossing and one located at the crossing itself. In 2012, the City installed a Hawk Flasher System that was installed on Round Lake Boulevard for pedestrians crossing Wedgewood Trail. This system has worked very well at controlling pedestrian traffic. Attached is a map showing the location of the proposed pedestrian crosswalk and a before/after detail of the signal placement.

RECOMMENDATION

It is recommended that City Council authorize staff to apply for a Minnesota Department of Natural Resources grant to fund a pedestrian signal on Northdale Boulevard at Sand Creek Park.

Fiscal Impact

BUDGET IMPACT:

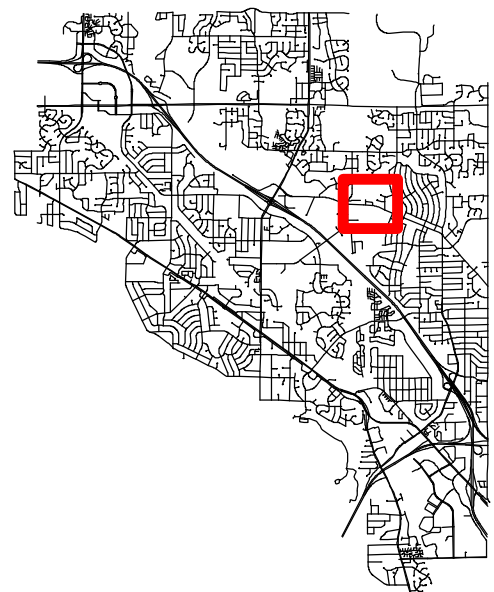
The grant application will be submitted in 2013 and installation of the pedestrian signal could take place in 2014. The preliminary cost estimate for the project is \$30,000. The actual cost to the City will be determined based on approved grant funding.

Attachments

13-22 Location Map

Current view of Northdale

View of Northdale w/signals



Before



Sand Creek Park

Northdale Blvd

After



Sand Creek Park

Northdale Blvd



City Council Regular

19.

Meeting Date: 03/05/2013

Subject: 2013 DNR Trail Grant Application - Project 13-23 - 85th Avenue Trail

Submitted For: Dave Full, Project Manager

From: Cher Ridout, Admin Secretary II

INTRODUCTION

Council is requested to direct City staff to apply for a grant from the Department of Natural Resources for a trail along the south side of 85th Avenue from East River Road to the BNSF railroad tracks.

DISCUSSION

The City will apply for grant money from the MN Department of Natural Resources for the proposed trail along the south side of 85th Avenue. This trail would connect the existing trail along Springbrook Nature Center in Fridley to East River Road. The Anoka County Highway Department and Anoka County Parks Department support construction of this trail. If grant funds are approved in 2013, the trail could be constructed in 2014. The City could also complete the trail through Kennedy Park and connect the trail system to the Mississippi Regional Trail to the west. The City applied for grant funds for this project in the past but was not chosen by the DNR.

RECOMMENDATION

It is recommended Council direct City staff to apply for the grant for trail construction on 85th Avenue along the south side of 85th Avenue from East River Road to the BNSF railroad tracks.

Fiscal Impact

BUDGET IMPACT:

The grant would be applied for in 2013 and construction could take place in 2014 if the City and County share of the cost is budgeted for 2014. The preliminary total cost estimate is \$280,000. The actual cost to the City will be determined based on approved grant funding from the DNR and cost share from Anoka County Highway Department.

Attachments

85th Avenue Trail Map





City Council Regular

20.

Meeting Date: 03/05/2013

Subject: Park Facilities Fee Revisions

From: Kevin Vouk, Manager of
Accounting/Treasurer

INTRODUCTION

Minor revisions are needed to the 2013 City park facility fees which were previously adopted on November 20, 2012.

DISCUSSION

You may recall, in November the fee structure of park facility fees was modified to be consistent with other City facility fees. The base rate for the first three hours of the large meeting room at Riverwind is recommended to be changed from \$80 to \$75 to be consistent with the hourly rate charged after the first three hours. Likewise, the base rate for Shelter #4 at Lions Coon Creek Park and the picnic shelter at Crooked Lake is recommended to be changed from \$48 to \$45 for the same reason. Other changes include increasing the Riverwind damage deposits to \$150 from \$100 to be consistent with the damage deposit at Sand Creek Park and eliminating the Soccer Complex and Riverwind from the picnic shelter fee schedule since there are no picnic shelter rentals at those sites.

RECOMMENDATION

Adopt Resolution 13-41 Modifying Certain Fees and Charges for Use of City Park Facilities effective March 6, 2013.

Attachments

Resolution 13-41

RESOLUTION NO. 13-41

A RESOLUTION MODIFYING CERTAIN FEES AND CHARGES FOR USE OF CITY PARK FACILITIES

WHEREAS, City Code Section 10-425 provides for the issuance of permits for the exclusive use of City park facilities under certain circumstances; and

WHEREAS, City Code Section 10-425 further authorizes the City Council to establish fees and charges for certain exclusive uses of park facilities; and

WHEREAS, the City Council finds that it is in the best interest of the City that the costs of City services be borne to the extent practical by the users of those services.

NOW, THEREFORE, BE IT RESOLVED that for the purpose of establishing fee charges for use of City park buildings, users be divided into three categories:

- Group 1 Coon Rapids civic, public organizations or affiliated athletic associations
- Group 2 Coon Rapids resident or business
- Group 3 Non-Coon Rapids resident or business

BE IT FURTHER RESOLVED, that the established exclusive use permit fees to be charged to each category shall be as follows:

- Group 1 No charge for meetings unless specified in an Affiliation and Facility Agreement
- Group 2 Per fee schedule below
- Group 3 Per fee schedule below

BE IT FURTHER RESOLVED, that exclusive use permit fees for use of City park buildings shall be as follows effective March 6, 2013 including sales tax or surcharge imposed by the State of Minnesota or other governmental agency where applicable:

	Resident	Non-resident	Damage deposit
Riverwind			
Classroom with kitchen privileges, restrooms	\$365/mo	\$415/mo	\$150
Large meeting room - capacity 88			
First 3 hours	\$60	\$75	\$150
Each additional hour	\$20	\$25	
Use of kitchen	\$12	\$15	

	Resident	Non-resident	Damage deposit
Lions Coon Creek Park			
Shelters #1 ,#2, #3 (electricity available)			
First 3 hours	\$45	\$60	
Each additional hour	\$15	\$20	
Shelter #4 (by parking lot with no electricity)			
First 3 hours	\$36	\$45	
Each additional hour	\$12	\$15	
Picnic shelters at Crooked Lake (no electricity)			
First 3 hours	\$36	\$45	
Each additional hour	\$12	\$15	
Sand Creek concession stand	\$150/day	\$150/day	\$150

Deposit of \$25 for any facility with a keyed access.

BE IT FURTHER RESOLVED that the fees to be charged for use of Athletic Facilities shall be as follows including sales tax or surcharge imposed by the State of Minnesota other governmental agency where applicable:

ATHLETIC FIELD RENTALS (Two hour minimum required)

<u>Field Type</u>	<u>Two Hour Rate (Per Field)</u>	<u>Weekend Tournament Day Rate (Per Field)</u>
Soccer Fields		
Resident or adult league	\$100	\$200
Non-resident	\$150	\$400
Softball Fields		
Resident	\$30	\$100
Non-resident	\$60	\$200
Baseball Fields		
Resident	\$100	\$200
Non-resident	\$150	\$400
Football and Lacrosse Fields		
Resident	\$100	\$200
Non-resident	\$150	\$400
Ice Rink		
Resident	\$25	N/A
Non-resident	\$50	N/A

EQUIPMENT

1. Limer\$15
2. Lime\$6 per bag
3. Drag\$15
4. Batter's Box\$5
5. Hose and Nozzle\$5
6. Portable Toilets\$60 per toilet
7. Lights\$90 per field or rink
9. Dumpster.....\$150 per unit

DEPOSITS

All users must submit a \$500 key, cleanup and damage deposit. Deposit will be returned minus charges upon completion of rental, league, or tournament.

BE IT FURTHER RESOLVED that the cleaning and damage deposit shall be applicable to all user categories.

Adopted by the Coon Rapids City Council this 5th day of March, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

21.

Meeting Date: 03/05/2013

Subject: Adopt Post-Issuance Debt Compliance Procedures

Submitted For: Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Staff recommends the adoption of Post-Issuance Debt Compliance Procedures.

DISCUSSION

As you know, the City often issues tax exempt bonds. In other words, buyers of the bonds do not have to pay income tax on the interest earnings received. The Federal government does not want issuers to sell tax exempt bonds for more than they need, invest the proceeds and earn more than paid on the bonds. In certain interest rate environments, this could happen and did, years ago. Therefore, the IRS issued arbitrage compliance rules that issuers of debt must follow. The rules include reviewing interest earning to prove that more was not earned than paid, spending all of the proceeds in a timely manner, rebating to the Federal government excess earnings, etc. The City does follow the rules but now needs to have formal policy adopted by Council.

Therefore, staff is recommending the attached Post-Issuance Debt Compliance Procedures are adopted.

RECOMMENDATION

Staff recommends adoption of the Post-Issuance Debt Compliance Procedures.

Attachments

Post Issuance Compliance Policy

City of Coon Rapids, Minnesota Post-Issuance Debt Compliance Procedures

The City Council (the “Council”) of the City of Coon Rapids, Minnesota (the “City”) has adopted the attached Post-Issuance Debt Compliance Policy dated February 5, 2013. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the City. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Finance Director of the City will perform the following Post-Issuance Debt Compliance Procedures for all of the City’s outstanding debt.

1. General Post-Issuance Compliance

- a. Ensure written procedures and/or guidelines have been put in place for individuals to follow to ensure compliance with Post-Issuance Debt Compliance Procedures.
- b. Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c. The Finance Director understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31(the “VCAP Program”)).

2. General Recordkeeping

- a. Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation (or if such obligation is refunded, the final payment of the refunding bond) unless otherwise directed by the City’s bond counsel.
- b. Retain electronic versions of records and documents for the obligation.
- c. General records and documentation to be assembled and retained:
 - i. Description of the purpose of the obligation (referred to as the project) and the state statute authorizing the project.
 - ii. Record of tax-exempt status or revocation of tax-exempt status, if applicable.
 - iii. Any correspondence between the City and the IRS.
 - iv. Audited financial statements.
 - v. Obligation bond transcripts, official statements and other offering documents.
 - vi. Minutes and resolutions authorizing the issuance of the obligation.
 - vii. Certification of the issue price of the obligation.
 - viii. Any formal elections for the obligation (i.e. election to employ an accounting methodology other than the specific tracing method).
 - ix. Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
 - x. Documents related to governmental grants associated with construction, renovation or purchase of property financed with the obligation.
 - xi. Reports of any prior IRS examinations of the City or the City’s obligation.

3. Arbitrage Yield Restriction and Rebate Recordkeeping

- a. Investment and arbitrage documentation to be assembled and retained:
 - i. An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the Debt Service Account to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
 - ii. Statements prepared by Trustee or Investment Provider.
 - iii. Documentation of at least quarterly allocations of investments and investment earnings to each obligation (i.e. un-commingling analysis).
 - iv. Documentation for investments made with obligation proceeds such as:
 - 1. Investment contracts (i.e. guaranteed investment contracts).
 - 2. Credit enhancement transactions (i.e. bond insurance contracts).
 - 3. Financial derivatives (swaps, caps, etc).
 - 4. Bidding of financial products.Investments acquired with obligation proceeds are purchased at fair market value (i.e. three bids for open market securities needed in advance refunding escrows).
- b. Computations of the arbitrage yield.
- c. Computations of yield restriction and rebate amounts including but not limited to:
 - i. Compliance with the “Temporary Period Yield Restriction Exception” and limiting the investment of funds after the temporary period expires.
 - ii. Compliance in meeting the “Rebate Exception”.
 - 1. Qualifying for the “Small Issuer Exception”
 - 2. Qualifying for a “Spending Exception”
 - 6 Month Spending Exception
 - 18 Month Spending Exception
 - 24 Month Spending Exception
 - 3. Qualifying for the “Bona Fide Debt Service Fund Exception”
 - 4. Quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions (including Reserve Funds and Debt Service Funds)
- d. Computations of yield restriction and rebate payments.
- e. Timely Tax Form 8038-T filing, if applicable.

Remit any arbitrage liability associated with the obligation to the IRS at each five year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
- f. Timely Tax Form 8038-R filing, if applicable.
- g. Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of

obligation proceeds in lower yielding investments (for example: reinvestment in zero coupon SLGS).

4. Expenditure and Asset Documentation to be Assembled and Retained

- a. Documentation of allocations of obligation proceeds to expenditures (i.e. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
 - i. Such allocation will be done not later than the earlier of:
 - eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or
 - the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the tax-exempt bond issue, or the date sixty (60) days after the retirement of the tax-exempt bond issue.
- b. Documentation of allocations of obligation proceeds and issuance costs.
- c. Copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to obligation proceed expenditures during the construction period.
- d. Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
- e. Records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with obligation proceeds (Declaration of Official Intent/Reimbursement Resolutions including all modifications).
- f. List of all facilities and equipment financed with obligation proceeds.
- g. Depreciation schedules for depreciable property financed with obligation proceeds.
- h. Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
- i. Documentation of timely payment of principal and interest payments on the obligation.
- j. Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
- k. Documentation that excess earnings from a Reserve Fund is transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

5. Miscellaneous Documentation to be Assembled and Retained

- a. Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
 - i. The Finance Director shall monitor the use of all obligation-financed facilities in order to:
 - determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of sale of the facilities (including sale of capacity rights, leases and subleases of facilities (including easements or use arrangements for areas outside the four

walls, e.g., hosting of cell phone towers)), leasehold improvement contracts, licenses, management contracts (in which the City authorizes a third party to operate a facility, e.g. cafeteria), research contracts, preference arrangements (in which the City permits a third party preference, such as parking in a public parking lot), joint ventures, limited liability companies or partnership arrangements, output contracts or other contracts for use of utility facilities (including contracts with large utility users), development agreements which provide for guaranteed payments or property values from a developer, grants or loans made to private entities (including special assessment agreements), naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and

determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.

- ii. The Finance Director shall provide training and educational resources to any City staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.
 - b. The Finance Director shall undertake the following with respect to the obligations:
 - i. an annual review of the books and records maintained by the City with respect to such obligations; and
 - ii. an annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Finance Director with the assistance of any City staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
 - c. Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.
6. Additional Undertakings and Activities that Support Sections 1 through 5 above:
- a. The Finance Director will notify the City's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt (Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above mentioned data and must be in writing. Allow as much time as possible to help prepare the response). The Finance Director will consult with the City's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (i.e. bond insurance, letter of credit, or hedging transactions (i.e. interest rate swap, cap). The Finance Director will monitor all "qualified tax-exempt debt obligations" within the first calendar year to determine if the limit is exceeded, and if exceeded, will

- address accordingly. For tax-exempt debt obligations issued during years 2009 and 2010, the limit is \$30,000,000 (The limit was \$10,000,000 prior to 2009. In 2011 and thereafter it will remain at \$10,000,000 unless changed by Congress). During this period, the limit also applies to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower.
- b. Comply with Continuing Disclosure Requirements.
 - a. If applicable, timely file annual information agreed to in the Continuing Disclosure Certificate.
 - b. Give notice of any Material Event.
 - c. Identify any post-issuance change to terms of bonds which could be treated as a current refunding of “old” bonds by “new” bonds, often referred to as a “reissuance”.
 - c. A remedial action has the effect of curing a deliberate action taken by the City which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified bonds and alternative uses of proceeds or the facility (i.e. use for a qualified purpose instead).
 - d. The Finance Director will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (i.e. Build America Bonds).

7. Compliance with Future Requirements

Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.